

Headteacher: Ms Angela Wallace BA Hons, PGCE, MA

## Pay Policy

Drafted by: HR in consultation with Judicium  
Reviewed: January 2022  
Next Review: November 2023

### Introduction

This policy sets out the framework for making pay decisions for all employees of this school. This policy does not form part of the terms and conditions of employees' employment with the school and is not intended to have contractual effect. The school reserves the right to amend or vary this policy at any time and will inform employees when the policy is updated.

The school will comply with current legislation and the requirements of TUPE.

The primary aims of this policy are to:

- support the recruitment and retention of a high-quality workforce;
- enable the school to recognise and reward employees appropriately for their contribution to the school; and
- ensure that decisions on pay are managed in a fair and transparent way.

Pay decisions are made by the Governing body pay committee and Governing body headteacher on the recommendation of the Headteacher.

### Confidentiality

All information regarding the pay of individual employees, whether verbal or written, must be treated as strictly confidential and not communicated to anyone who is not directly involved in the process. Breach of confidentiality may be treated as a disciplinary matter.

### Equal Opportunities

This policy will be applied fairly and consistently to all employees regardless of sex, gender reassignment, race, religion or belief, ethnicity, national origin, age, marital status or civil partnership, disability, sexual orientation, pregnancy or maternity, part-time or fixed-term status.

### Review and Monitoring

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Schools Trust



The school will review this policy on an annual basis and will monitor outcomes in order to assess the effectiveness of this policy in rewarding good performance and to ensure the school's continued compliance with equalities legislation. Review the outcomes of pay progression in order to ensure consistency and to check that particular groups of staff (for example women, part timers, or older/younger workers) do not appear to be falling behind in terms of pay as a result of unconscious bias or other matters.

### **Teachers' Pay: Initial Determination**

The school will determine the likely 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. In making such determinations, the school may take into account a range of factors, including but not limited to:

- the nature of the post;
- the level of qualifications, skills and experience required;
- the pay of current employees doing the same or a similar job; and
- market conditions and the wider school context.

There is no expectation that an employee should be paid the same salary that they received in a different school or school

#### **1. Unqualified Teachers**

The school will pay an unqualified teacher on one of the employment-based routes into teaching on the unqualified teachers' pay scale. The school may pay an additional unqualified teachers' allowance if it considers that the basic salary is not adequate, having regard to the unqualified teacher's responsibilities, qualifications and experience. Such an allowance may be awarded where the teacher has:

- Taken on a sustained additional responsibility which is:
  1. focused on teaching and learning; and
  2. requires the exercise of a teacher's professional skills and judgement; or
- Qualifications or experience which bring added value to the role undertaken.

In accordance with the STPCD 2021, for the Academic Year 2021-2022 only, a one off consolidated award of £250 (backdated to 1 September 2021) shall be awarded to unqualified teachers whose full-time equivalent basic earnings are less than:

- £24,000 in the Rest of England;
- £25,194 in the Fringe;
- £27,419 in Outer London;
- £28,681 in Inner London.

The minima and subsequent pay points of the unqualified teachers' pay scale have been uplifted to take this into account.

This will be awarded separately to any pay progression considerations.

Any part-time teacher whose full-time equivalent basic earnings meet the eligibility criteria shall receive the award on a pro-rata basis according to their contracted hours.

#### **2. Leadership Pay**

The Headteacher, the Deputy Heads and Assistant Headteachers's in this will each be assigned a pay scale which falls within the Leadership Group Pay Range set out in the current STPCD.

The Headteacher's pay scale will be set by the Governing Body after taking into account the appropriate headteacher group in the current STPCD and the needs of the school and can be changed in order to attract or retain a Headteacher/deputy headteacher] or when there have been significant changes in the responsibilities of the Headteacher

The pay scale for Deputy and Assistant Headteachers will be set by the school taking into account the current STPCD and the Headteacher's pay scale and can be changed in order to attract or retain a Deputy or Assistant Headteacher or when there have been significant changes in the responsibilities of a serving Deputy or Assistant Headteacher.

All members of the Leadership Group must demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress at the school. There will be no automatic pay progression for teachers in the Leadership Group: progression up the leadership group pay range will depend on performance in relation to agreed objectives. In addition the Trust uses in its absolute discretion reserves the right to award bonus payments where there is evidence of exceptional achievement.

Teachers on the Leadership Group Pay Range are not subject to the provisions of the STPCD regarding directed time and may be required to work for more than 195 days (194 days for the academic year 2021/2022) and 1265 (1258.5 for the academic year 2021/2022) hours per year in order to fulfil the responsibilities of their position.

### **3. Supply Teachers**

Teachers employed on a day-to-day or other short notice basis will be paid based on a reference salary on the Main Pay Range in the STPCD. Pay will be calculated on a daily basis using the assumption that a full working year consists of 195 days (194 days for the academic year 2021-2022), and periods of employment for less than a day will be calculated on a pro-rata basis.

### **4. Teaching and Learning Responsibility Payments (TLRs)**

Teaching and Learning Responsibility payments (TLRs) will be awarded to posts identified in the school's staffing structure (located at Appendix C) in accordance with the STPCD. In order to qualify for a TLR payment, the teacher's duties must include a significant responsibility that is not required of all classroom teachers which:

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

In order to qualify for a TLR1 payment, the significant responsibility defined above must include line management responsibility for a significant number of people; otherwise, a TLR2 payment will be appropriate. A teacher cannot hold a TLR1 and a TLR2 concurrently, but a teacher who receives either a TLR1 or a TLR2 may also hold a concurrent TLR3. A TLR can be based on a job description that includes several different areas of significant responsibility. TLR3 payments are awarded on a fixed term basis for clearly time-limited improvement projects or one-off external responsibilities or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the Covid-19 pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day.

A TLR payment is attached to a specific post in the School's staffing structure and therefore may only be held by two or more people if they are job-sharing that post. TLRs awarded to part-time teachers must be paid on a pro rata basis.

### **5. Special Educational Needs Allowances**

The school may award an SEN allowance to a classroom teacher who would qualify for such an allowance under the relevant provisions of the STPCD. Where an SEN allowance is to be paid, the school will determine the value of the allowance, taking into account the structure of the School's SEN provision; the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post.

### **Teachers' Pay: Annual Reviews and Progression**

The school will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year. All teachers will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

The Headteacher's salary will be reviewed with effect from 1 September and no later than 31 December each year. The Headteacher will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual's pay. A written statement will be provided if pay is changed following such a review.

#### **1. Safeguarding**

Where a pay decision leads to a period of pay safeguarding for a teacher, the school will give the required notification as soon as possible and no later than one month after the date of the determination, in accordance with the STPCD.

#### **2. Inflationary Pay Increases**

The STRB produces an annual report recommending whether the pay scales in the STPCD should be uplifted. In recent years an increase has been recommended to the minima and maxima of each pay scale, but schools and academies have total discretion as to whether to apply an increase to any intermediary points while bearing in mind that pay increases for individual teachers must always be justified by good performance.

This school will consider the STRB recommendation and the new STPCD each year before deciding whether to uplift the teacher pay scales (current version provided in Appendix D). The minima of each pay range will usually be uplifted in line with the STPCD, but other increases will be at the discretion of the Governing Body who will take into account affordability, overall school performance and market conditions.

#### **3. Pay Progression based on Performance**

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 school's appraisal procedure contains further information about the appraisal process.

Subject to the School's appraisal procedure, teachers will be eligible for pay progression and the rate of progression may be differentiated according to individual teacher performance. The appraisal report will indicate whether a teacher should be considered for pay progression.

Decisions regarding pay progression for each teacher will be made with reference to their appraisal report and the pay recommendation it contains. Newly Qualified Teachers/Early Career Teachers will usually be appointed at the minima of the Main Pay Scale and may be recommended for pay progression if they successfully complete their induction period **or the first year of their induction period**.

As set out in the School's Appraisal process the appraisal report should contain: Details of the objectives, an assessment of performance against those objectives and the relevant standards, an assessment of any continuing professional development needs, any aspirations and any actions recommended to progress them. Finally, the report should contain a recommendation on pay.

The appraisal reports will be reviewed by the Headteacher and relevant line managers for the purposes of moderation.

The moderated reports will then be passed to the Governing Body for final consideration of the pay recommendations contained within them. These recommendations can either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded). The school will ensure that appropriate funding is allocated for performance-based pay progression at all levels.

Where a teacher is absent due to long term sickness absence during the academic year or at the time of a salary review, decisions will be contingent upon individual circumstances and based on the employee's performance during relevant periods of attendance. Where a teacher is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

If a teacher is unhappy with the pay decision, they may appeal the decision in regard to their pay using the process outlined in Appendix A.

#### **4. Progression to Upper Pay Range**

Any qualified teacher may apply to be paid on the Upper Pay Range and applications will be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the Upper Pay Range. It is usual for teachers to consider applying for progression after approximately 5 years' teaching experience, by which time they are likely to be able to achieve and sustain the necessary level of competence and contribution. However, in exceptional cases, teachers may feel ready at an earlier stage, whereas other teachers may decide not to apply for progression until later in their career.

Applications to be paid on the Upper Pay Range may be made once a year, in writing, to the Headteacher. Teachers are encouraged to discuss with their line manager or appraiser their intention to apply for progression at an early stage in the preceding academic year, for example when their performance objectives are being set so that they can be supported to achieve the required standards and gather the necessary evidence to demonstrate their achievements and contribution.

An application to be paid on the Upper Pay Range should include the results of at least two recent appraisals together with a statement explaining how the applicant has met the assessment criteria and supporting evidence. An application will be successful where the Headteacher is satisfied that:

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

For the purposes of this Pay Policy:

- 'highly competent' means performance which is not only good but also good 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; playing a critical role in the life of the School; providing a role model for teaching and learning; making a distinctive contribution to the raising of pupil standards; taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning; and
- 'sustained' means maintained continuously over two academic years.

The application will be assessed by the Headteacher. The Headteacher may also seek supporting evidence from the teacher's line manager and the any other leaders the member of staff may report into. The decision will be communicated verbally and confirmed in writing within 5 working days.

If successful, the teacher will move to the Upper Pay Scale with effect from 1 September in the year following that in which the application is approved, unless the Headteacher agrees to an earlier effective date. The teacher will be placed on the minimum point of the Upper Pay Range.

If unsuccessful, feedback will be provided by the Headteacher which includes an explanation of where the teacher was assessed to be falling short of the progression criteria. Any appeal against a decision not to move the teacher to the Upper Pay Scale will be heard under the Appeal arrangements set out in Appendix A.

## **5. Progression on Upper Pay Range**

A teacher will need to show that they are continuing to meet the criteria for progression to the Upper Pay Range, as well as their performance objectives and the relevant standards, in order to achieve pay progression whilst on the Upper Pay Range. Teachers on the Upper Pay Range will usually need to achieve two consecutive successful appraisals in order to achieve pay progression.

Decisions regarding pay progression for teachers already on the Upper Pay Range will be made with reference to their appraisal report and the pay recommendation it contains.

As set out in the school's Appraisal process the appraisal report should contain: [Details of the objectives, an assessment of performance against those objectives and the relevant standards, an assessment of any continuing professional development needs, any aspirations and any actions recommended to progress them. Finally, the report should contain a recommendation on pay].

The appraisal reports will be reviewed by the Headteacher and relevant line managers for the purposes of moderation.

The moderated reports will then be passed to the Headteacher for final consideration of the pay recommendations contained within them. These recommendations can either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded). The school will ensure that appropriate funding is allocated for performance-based pay progression at all levels.

If a teacher is unhappy with the pay decision, they may appeal the decision in regard to their pay using the process outlined in Appendix A.

## **6. Stepping down from Upper Pay Range**

A teacher may request to be moved down the pay scales (for example from the Upper Pay Range to Main Pay Range). This may be for personal reasons (such as to improve work/life balance, or to manage a health condition, or as part of a planned move towards retirement) or for professional reasons (for example if a teacher decides that they prefer classroom practice to leadership and management activities or wishes to develop a new skill set such as SEN expertise). Such a request can be made to the Headteacher at any time and will be discussed with the teacher before a decision is made, based on individual circumstances and the needs of the school.

A teacher may also be offered downward movement on the pay scale as an alternative to formal capability action or during the course of capability action, in order to enable the teacher to focus on improving their classroom practice by removing additional responsibilities. This may be offered as either a temporary or permanent adjustment and will not usually be considered until after the teacher has been offered support.

Where downward movement is requested or agreed by the teacher, pay safeguarding will not apply but a reduced period of safeguarding may be considered at the discretion of the school.

## **Support Staff Pay: Initial Determination**

All support staff at the school are paid at the appropriate grade on the same pay spine (see Appendix E). The school's support staff includes employees performing the following roles:

- Classroom support staff such as teaching assistants
- Clerical, administrative, financial, bursars and business managers;
- Technical staff supporting science, design and technology, food, IT, art etc;
- Pastoral staff including learning mentors;
- Site staff
- Catering and cleaning staff

The school may also employ casual staff on an hourly paid basis where the requirement for certain types of work is not predictable: for example, bank staff covering support staff absences, exam invigilators, music or sports instructors. Hourly rates for casual staff will depend on the qualifications required for the post and will be uplifted to include an allowance for holiday pay .

The school has full discretion to determine the grades of newly appointed support staff and the point of entry onto the grade. However, the school must have regard to the responsibilities of the post and to the pay scales, terms and grading applicable for similar roles of work when deciding the grade for a post. The point of entry on the grade will usually be at the minimum point but the school may pay at a higher incremental point if this is justified by a new employee's skills or experience.

The school has discretion to temporarily re-grade staff who are covering for absent colleagues at a higher grade. Consideration can be given to the payment of an acting allowance once a member of the support staff has been covering the duties of an absent colleague for more than four weeks and may be backdated to the start of the acting up period. If the relevant duties and responsibilities are being shared, then consideration may be given to paying an honorarium.

The school may consider payment of an honorarium in other situations, with the amount depending on the circumstances of each case. In general, this is likely to be considered when an employee performs duties beyond their normal role for a specific task or over an extended period or where the additional duties and responsibilities are exceptionally onerous and required by the Headteacher.

## **Support Staff Pay: Annual Reviews and Progression**

### **1. Inflationary Pay Increases**

The school will consider applying an inflationary increase to its pay scale for support staff each year, to become effective on either 1 April or 1 September. However, a higher or lower amount may be considered depending on affordability.

### **2. Pay Progression**

All members of support staff can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths and supports their future development.

Progression to the top of the relevant pay grade will depend on good performance as assessed in the annual appraisal and the recommendation contained within the appraisal report. Support staff will be eligible for pay progression if they meet all their performance objectives and relevant standards and receive a recommendation for pay progression within their appraisal report.

As set out in the school's Appraisal process the appraisal report should contain: Details of the objectives, an assessment of performance against those objectives and the relevant standards, an assessment of any continuing professional development needs, any aspirations and any actions recommended to progress them. Finally, the report should contain a recommendation on pay.

The appraisal reports will be reviewed by the Headteacher and relevant line managers for the purposes of moderation.

The moderated reports will then be passed to the Governing Body for final consideration of the pay recommendations contained within them. These recommendations can either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded). The school will ensure that appropriate funding is allocated for performance-based pay progression at all levels.

If an employee is unhappy with the pay decision (or lack of pay progression) they may appeal the decision in regard to their pay using the process outlined in Appendix A.

Where an employee is absent due to long term sickness during the academic year or at the time of a salary review, pay and appraisal decisions will take into account individual circumstances and will be based on the employee's performance during relevant periods of attendance. Where an employee is absent due to pregnancy or maternity

or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

## **A. Appeals Procedure**

### **1. Principles**

An employee who wishes to appeal a decision in relation to their pay must comply with this procedure. The matter should not be raised or dealt with under the School's Grievance Policy and Procedure. The reasons for seeking a review may include the person or Committee who made the decision having:

- incorrectly applied any provision of the pay policy;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- being biased; or
- unlawfully discriminated against the employee.

The employee will receive written confirmation of the pay determination and where applicable the basis on which the decision was made. If the employee is not satisfied, they should seek to resolve this by raising the matter informally with the Headteacher within ten working days of the decision. The Headteacher will arrange a meeting without unreasonable delay.

If the employee is not satisfied with the outcome of the informal discussion with the Headteacher then they may follow the formal appeal process.

### **2. Formal Appeal Process**

The employee will provide in writing the specific grounds for questioning the pay decision together with evidence which they consider should be taken into account. The appeal letter must be sent to the person or committee who made the decision within ten working days of the pay determination or the informal discussion with the Headteacher

Three Governors who were not party to the original decision will form a panel to hear the appeal.

The appeal hearing should be held without unreasonable delay following receipt of the letter of appeal.

The panel may invite the Headteacher to the hearing and they will provide the meeting with any relevant information required by the Governors. No specific information concerning the remuneration of other members of staff shall be given in the presence of the employee for whom the appeal is being heard. Where the panel requests such pay information from the Headteacher, it will be conveyed confidentially to them alone. The employee may ask questions of the Headteacher.

The employee will be given the opportunity to make representations in person and may be accompanied by a work colleague or union representative.

The panel will carefully consider all the evidence that is presented before deciding. The outcome of the appeal will be communicated to the employee in writing without unreasonable delay and will include reasons for the decision.

The decision of the panel at the appeal hearing is final.

## **B. Pay Committee**



The Pay Committee will consist of a minimum of 3 Governors, none of whom should be employees of the school.

The Headteacher may attend in an advisory capacity and will withdraw when their salary is under consideration.

The terms of reference for the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body (in summary form and having due regard for confidentiality);
- To recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews;
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Body, as appropriate and at least annually; and
- To carry out the performance review of the Headteacher in consultation with an external advisor.

### **C. Staffing Structure**

[INSERT STAFFING STRUCTURES FOR TEACHING AND SUPPORT STAFF]

#### D. Teachers' Pay Scales 2021--2022

<b>Main Pay Range</b>				
	England exc London	Inner London Area	Outer London Area	Fringe Area
Minima	25,714	32,157	29,915	26,948
Maxima	36,961	42,624	41,136	38,174

<b>Upper Pay Range</b>				
	England exc London	Inner London Area	Outer London Area	Fringe Area
Minima	38,690	46,971	42,559	39,864
Maxima	41,604	50,935	45,766	42,780

<b>Unqualified Teachers</b>				
	England exc London	Inner London Area	Outer London Area	Fringe Area
Minima	18, 419	23,099	21,832	19,613
Maxima	28,735	33,410	32,151	29,924

<b>Leadership Pay Range</b>				
	England (exc London)	Inner London Area	Outer London Area	Fringe Area
Minima	42,195	50,167	45,542	43,356
Maxima	117,197	125,098	120,513	118,356

<b>Leading Practitioner Pay Range</b>				
	England exc London	Inner London Area	Outer London Area	Fringe Area

Minimum	42,402	50,415	45,766	43,570
Maximum	64,461	72,480	67,828	65,631

#### Allowances

	TLR1	TLR2	TLR3	SEN
Minimum	8,291	2,873	571.00	2,270
Maximum	14,030	7,017	2,833	4,479

E.

## 1.1 NJC OFFICERS RATES - OUTER LONDON PAY SPINE

### HARINGEY COUNCIL OFFICER PAY SCALES

1st April 2020

SCALE	OLD SP PT	OLD RATE	NEW SP PT	NEW RATE
SC1A	1	20103	1	20658
SC1A	1	20103	1	20658
SC1B	2	20466	2	21030
SC1B	2	20466	2	21030

SC1B	3	20835	3	21408
SC1	1	20103	1	20658
SC1	1	20103	1	20658
SC1	2	20466	2	21030
SC1	2	20466	2	21030
SC1	3	20835	3	21408
SC1	3	20835	3	21408
SC2	3	20835	3	21408
SC2	4	21210	4	21795
SC2	4	21210	4	21795
SC3	5	21591	5	22185
SC3	5	21591	5	22185
SC3	6	21981	6	22587
SC3	6	21981	6	22587
SC4	7	22377	7	22995

SC4	8	22779	8	23406
SC4	9	23187	9	23826
SC4	10	23607	10	24258
SC5	12	24462	12	25137
SC5	13	24903	13	25590
SC5	14	25353	14	26052
SC5	15	25809	15	26520
SC6	18	27228	18	27978
SC6	19	27717	19	28482
SC6	20	28215	20	28992
SO1	23	29766	23	30585
SO1	24	30213	24	31044
SO1	25	30711	25	31557
PO1 (Old SO2)	26	31548	26	32418
PO1 (Old SO2)	27	32430	27	33324

PO1 (Old SO2)	28	33291	28	34209
PO2 (Old PO10)	29	33948	29	34884
PO2 (Old PO10)	30	34794	30	35751
PO2	31	35724	31	36708
PO2	32	36711	32	37722
PO3	32	36711	32	37722
PO3	33	37842	33	38883
PO3	34	38799	34	39867
PO3	35	39774	35	40869
PO4	35	39774	35	40869
PO4	36	40728	36	41850
PO4	37	41706	37	42855
PO4	38	42684	38	43860
PO5	38	42684	38	43860
PO5	39	43590	39	44790

PO5	40	44607	40	45834
PO5	41	45585	41	46839
PO6	40	44607	40	45834
PO6	41	45585	41	46839
PO6	42	46560	42	47841
PO6	43	47511	43	48819
PO7	45	49464	45	50826
PO7	46	50448	46	51837
PO7	47	51450	47	52866
PO7	48	52482	48	53928
PO8	49	53544	49	55017
PO8	50	54597	50	56100
PO8	51	55638	51	57171
PO8	52	56682	52	58242
Additional Points	53	57735	53	59325

Additional Points	54	58779	54	60396
Additional Points	55	59823	55	61470
Additional Points	57	61929	57	63633



