

Stathern Primary School



'Nurture, Inspire, Discover, Create'

Teachers Pay Policy 2020-2021

Reviewed and ratified at the Finance Committee on:

Signed:

Signed by Head teacher:

A handwritten signature in black ink, appearing to read 'K. Smith', is written over the text 'Signed by Head teacher:'.

Date: 30th October 2020

School Group: 1

Pupil Number on Roll: 99

This policy applies to the following posts based within Stathern Primary School and should be read in conjunction with the associated guidance:

- **The Head Teacher/Principal;**
- **The Head of School, and**
- **All other teachers (including unqualified & Instructors)**

This policy sets out the framework for making decisions on Teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) 'The Document' and has been consulted on with staff and the recognised trade unions.

This policy will be kept under review and updated annually in the light of future amendments to the STPCD.

This policy is aligned with the LCC LA Policy for teachers pay.

For the purposes of this document and unless otherwise stated, "School" may refer to either the Local Governing Body/the school or the management.

1. Purpose

1.1 This pay policy aims to:

- maximise the quality of teaching and learning within the School
- support the recruitment and retention of a high quality teacher workforce
- recognise and reward teachers appropriately for their contribution to the School
- ensure that decisions on pay are managed in a fair, just and transparent way.

1.2 The Governing Body will agree the school budget to ensure that appropriate funding is allocated for pay progression (including any cost of living rises) at all levels.

1.3 The Governing Body recognises that funding cannot be used as a criterion to withhold pay progression.

1.4 Any aspects of Teachers' pay and allowances not covered within this policy will be considered in line with The Document.

2. Appraisal

2.1 A scheme of appraisal for all teaching staff, as detailed in the School's Performance Management Policy, will be used to assess the performance of all classroom teachers and leaders in accordance with the requirements of the Education (School Teachers' Appraisal) (England) Regulations 2012.

2.2 Where an individual has had a successful performance management review, pay progression will be awarded, where salary scales allow.

2.3 Pay progression may be withheld where there is unsatisfactory performance without the need to consider or initiate capability proceedings.

3. Equal Opportunities

3.1 All pay-related decisions will comply with relevant legislation.

3.2 The School will promote equality of opportunity in all areas taking account of individual circumstances including absence due to maternity leave or long-term sick leave and will make reasonable adjustments where appropriate.

3.3 All decisions made under this policy will be objective, evidence based and fully justifiable.

4. Pay Committee

- 4.1 All pay progression decisions will be made by the School's Pay Committee who will have fully delegated powers to make decisions on pay progression for all teachers in the school on behalf of the Local Governing Body.
- 4.2 The terms of reference for the Pay Committee are attached at [Appendix B](#).
- 4.3 Members of the Pay Committee will not include staff governors.

5. Pay Reviews

- 5.1 Determination of all teachers and school leaders pay will take place:
 - Annually with effect from 1st September, with reviews having been conducted no later than 31st October each year (all teachers).
 - Annually with effect from the 1st September, with reviews having been conducted no later than 31st December each year (Head Teachers).
 - Where a teacher becomes entitled to be paid on the upper pay range.
 - At any other time of the year to reflect any changes in post, any substantial changes made to an individual's job description or other circumstances that lead to a change in the basis for calculating an individual's pay.
- 5.2 All pay decisions, including the rationale for such decisions, will be communicated to individual employees in the form of a written statement, the "Pay Statement" within one month of the pay committee meeting.
- 5.3 The Pay Statement will outline an individual's salary details and other financial benefits including:
 - Recruitment and retention payments;
 - SEN Allowances
 - TLR allowances awarded (including reasons for the award and details of when these payments will come to an end. (For TLR 3 payments, a statement must be included that payments will not be safeguarded when they come to an end), and;
 - details of any safeguarding sums to which the teacher is entitled.
- 5.4 The pay statement will detail the employees right of appeal against the pay determination.
- 5.5 Copies of pay statements should be kept on the individual's personal file.

6. Basic Pay Determination on Appointment

- 6.1 The School will determine the pay range for a new/vacant post prior to advertising it.
- 6.2 The School will take into account a range of factors to determine the salary range for the new/vacant post, including:
- the nature of the post
 - the level of qualifications, skills and experience required.
 - Market conditions
 - The wider School context.
- 6.3 **Following an appointment** the School will determine the starting salary to be offered to the successful candidate within the relevant pay range.
- 6.4 **Pay Portability:** There is no assumption that a Teacher (qualified or unqualified) will be paid at the same rate as they were being paid at a previous school
- 6.5 **Unqualified Teachers:** The School will pay an unqualified teacher on the appropriate pay scale. Appointees will be paid at a pay level which is commensurate with their skills and experience as determined by the school.
- 6.6 **Newly Qualified Teachers (NQT's):** will be paid on Point 1 of the Main Pay Range on appointment.
- 6.7 On successful completion of their Induction NQT's will continue to be paid on their current pay point, until their performance is assessed in line with other teachers within this school in the following Autumn term.

7. Pay Ranges for Leadership Posts

- 7.1 The School has been assigned to the Head Teacher Group 1, in accordance with the relevant paragraph of the STPCD.
- 7.2 The Local Governing Body have identified appropriate pay ranges for the each of the Senior Leadership Roles as follows:

Head Teacher:

The pay range for the Head Teacher as at 1st September 2020 is:

- L8 to L14

Deputy Head Teacher:

The pay range for the Deputy Head Teacher and Assistant Head Teacher as at 1st September 2019, is:

- N/A – the school has determined that there is no Deputy Head Teacher or Assistant Head Teacher.

- 7.3 The Local Governing Body will take account of the responsibilities and challenges of each of the role(s) and all pay ranges set will be within the leadership scales and will not exceed the maximum of the School group size other than in exceptional circumstances. The Head Teacher's pay range (including any additional payments) will not exceed the maximum of the School group size by more than 25%.

7.4 Leading Practitioners:

The Local Governing Body has determined that there are to be no leading practitioner posts. This provision will be reviewed in October 2021.

8. Pay Progression

- 8.1 Annual pay progression is not automatic and is subject to annual review of performance. The Local Governing Body will consider whether to award pay progression points in line with the table below:

Pay Range	Standard progression	Accelerated Progression
Unqualified teachers	1 Point	2 points
Main	1 Point	2 points
Upper	1 point after 2 consecutive successful reviews	2 points after 2 consecutive successful reviews
Leading Practitioner	1 point	2 points
Leadership	1 point	2 points

9. Pay Progression Based on Performance

- 9.1 All Teachers and school leaders are subject to the annual appraisal process that recognises an individual's strengths, informs plans for their future development, and helps to enhance their professional practice. In addition, all can expect to receive regular, constructive feedback on their performance. The arrangements for appraisals are set out in this School's Performance Management Policy.

• Pay progression of the Head Teacher will be considered by the Head Teacher Performance Management Committee based on the recommendation of the Chair of Governors with advice from the External Educational Adviser.

• Pay Progression of all other teachers, including other leadership staff and leading practitioners will be considered by the Pay Committee based on the recommendations of the Head Teacher/SLT Appraiser.

9.2 Decisions regarding pay progression will be made with reference to appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

9.3 For all Teachers it will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

9.4 To be fair and transparent, assessments of performance will be properly rooted in evidence which will enable robust decisions to be made. In this School we will ensure fairness by:

- Considering a range of evidence as set out below through Pupil Progress Meetings and Performance Management Reviews. These will be conducted by the Head Teacher and monitored by the Governing Body.

9.5 The evidence that will be used will include:

- Peer review
- Tracking pupil progress
- Lesson observations/assessment of teaching and learning
- The views of pupils and parents
- Self-assessment

9.6 Judgements of performance will be made against:

the extent to which Teachers have met their individual objectives and the relevant standards and how they have contributed to including pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of Teachers or other staff; wider contribution to the work of the School.

The rate of progression will be differentiated according to an individual Teacher's performance and will be on the basis of a combination of absolute and relative criteria.

Teachers will be eligible for a pay increase of 1 point if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good or better.

Teachers will be eligible for 2 points if they are judged as consistently outstanding when taking into consideration the criteria above.

9.7 Appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal report and taking into account advice as follows:

- For classroom Teachers; advice from the Head Teacher/Appraiser.
- For Leading Practitioners, Assistant Head Teachers and Deputy Head Teachers/Appraiser; advice from the Head Teacher.
- For the Head Teacher; advice from the School's external educational adviser.

In this School, judgements of performance will be made against:

In this School's judgements of performance will be made against the extent to which Teachers have met their individual objectives and the relevant standards and how they have contributed to including pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of Teachers or other staff; wider contribution to the work of the School.

The rate of progression will be differentiated according to an individual Teacher's performance and will be on the basis of a combination of absolute and relative criteria.

Teachers will be eligible for a pay increase of 1 point if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good or better.

Teachers will be eligible for 2 points if they are judged as consistently outstanding when taking into consideration the criteria above.

10. Movement to the Upper Pay Range

10.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the individual teacher to decide whether they wish to apply to be paid on the upper pay range. All applications will be assessed in line with this policy.

10.2 Applications may be made at least once a year.

STPCD states that all pay determinations are effective from 1st September, therefore an application that is received from a qualified teacher by 31st October which is supported, would see the progression being effective from 1st September of that academic year. Applications received after 31st October would be expected to see any uplift effective from 1st September the following year.

- 10.3 If a Teacher is simultaneously employed at another school or academy, they should submit separate applications if they wish to apply to be paid on the upper pay range in both schools. This school will not be bound by any pay decision made by another school.
- 10.4 Applications should contain evidence from the last 2 years and should be made to the Head Teacher in writing.

10.5 Applications should be submitted by letter with supporting evidence.

10.6 Applications should be submitted to the Head Teacher.

10.7 **The Assessment**

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

- the teacher is highly competent in all elements of the relevant teacher's standards;

AND

- the teacher's achievements and contribution to the School are substantial and sustained.

10.8 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; play a critical role in the life of the School; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

- 'sustained' means:

- maintained continuously over a long period e.g. 1-2 School year(s).

10.9 The application will be assessed:

- through performance management by the line manager/head teacher and agreed after scrutiny by the Pay Committee in making the final determination.

10.10 **Processes and procedures**

The assessment will be made within/by:

- 20 working days before the applicant will receive a response to their application, or by October 31st.

10.11 If successful, applicants will move to the upper pay range from:

- The 31st October back dated to 1st September. The Head Teacher along with the Pay Committee will decide where on the upper pay range a successful teacher is placed. Teachers may start further up the range based on considerations including:
 - the nature of the post and the responsibilities it entails
 - the level of qualifications, skills and experience of the Teacher

10.12 If unsuccessful, feedback will be provided by:

- The Head Teacher in writing, within 20 working days of decision.

10.13 Any appeal against a decision not to move the teacher to the upper pay range will be heard under the School's Pay Appeal Procedure (see Appendix C).

11. Progression on the Upper Pay Range

11.1 Teachers on the upper pay range will be awarded pay progression by:

In this School's judgements of performance will be made against the extent to which Teachers have met their individual objectives and the relevant standards and how they have contributed to including pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of Teachers or other staff; wider contribution to the work of the School.

The rate of progression will be differentiated according to an individual Teacher's performance and will be on the basis of a combination of absolute and relative criteria.

Teachers will be eligible for a pay increase if they meet all their objectives, are assessed as fully meeting the relevant UPS standards and all teaching is assessed as at least good or better.

12. Appeals

12.1 A teacher may request a review of any determination of their pay by the Pay Committee.

12.2 Initial queries will be raised with the Head Teacher in the first instance. Where matters are not resolved at this stage, the teacher may refer to the Pay Appeals process.

12.3 The procedure for submitting an appeal is detailed in [Appendix C](#).

13. Pay Ranges

13.1 The pay ranges for all Leadership and Teaching posts, including details of all allowances payable to staff for the academic year 2020/21 are located in Appendix A.

14. Part-Time Teachers

14.1 Teachers employed on an ongoing basis at the School working less than a full working week are deemed to be part-time. The School will give part-time teachers a written statement detailing their working time obligations and the standard mechanism used to determine their

pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the School's timetabled teaching week for a full-time teacher in an equivalent post.

15. Supply Teachers

- 15.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

16. Safeguarding

- 16.1 The School will operate salary safeguarding arrangements in line with the provisions of the appropriate STPCD.

17. ALLOWANCES & ADDITIONAL PAYMENTS:

Teaching and Learning Responsibility Payment (TLR)

17.1

TLRs are awarded to those teachers indicated in the staffing structure at Appendix B. They will not be awarded to staff on the leadership scales or unqualified teachers.

- 17.2 Before awarding any TLR the School will be satisfied that the duties of the post include a significant responsibility i.e:

	TLR 1	TLR 2	TLR 3
Is focused on teaching and learning;	✓	✓	✓
Requires the exercise of a teacher's professional skills and judgement;	✓	✓	✓
Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;	✓	✓	✓
Requires the teacher to lead, manage and develop a subject of curriculum area or to lead and manage pupil development across the curriculum;	✓	✓	
Involves leading, developing and enhancing the teaching practice of other staff;	✓	✓	
Includes line management responsibility for a significant number of people.	✓		

- 17.3 The values of TLRs that currently exist within this School are set out in Appendix A.
- 17.4 Teachers cannot hold a TLR 1 and a TLR 2 concurrently but may hold either a TLR 1 or 2 AND a TLR 3.

- a.** TLR 1 and 2 will be pro-rata for a part time Teacher (i.e. a teacher with a 60% contract will only hold a 60% TLR allowance);
- b.** TLR 3s will not to be pro-rata'd, see below.
- c.** The range for TLR3s refers to the annual value of such an award. Where a TLR3 is awarded for a fixed-term of less than one year then the total value should be calculated proportionately to the annual value, for example: a TLR 3 awarded for a 6 month project should not exceed a value of £2,757 (i.e. $\text{£2,757} / 2 = \text{£1,378.50}$). If the teacher undertaking the project is a part time teacher, the TLR3 payment would not be pro-rata'd further in line with the teachers weekly working hours.

18. Special Education Needs Allowance

18.1 An SEN allowance of (£2,209 - £4,359) will be awarded in accordance with the terms of paragraph 21 of the latest STPCD to:

- a classroom teaching post which requires a mandatory SEND qualification and involves teaching pupils with SEND;

19. Unqualified Teachers Allowance

19.1 The School will pay an unqualified Teacher's allowance to Unqualified Teachers where the teacher has:

- Taken on a sustained additional responsibility which:
 - is focussed on teaching and learning, and
 - requires the exercise of a teacher's professional skills and judgement or:
- qualifications or experience which bring added value to the role being undertaken
- The value of the allowance will be determined by the Pay Committee

20. Discretionary Payments and Allowances for Teachers

20.1

The Governing Body have determined that they will not award any discretionary allowances or payments to teachers.

20.2 Recruitment and Retention Incentives and Benefits (R&R)

The Local Governing Body have determined that they will not award any recruitment and retention incentives.

20.3 Residential Duties

The Governing Body have determined that they will not award any payments for residential duties.

20.4 First Aider Allowance

Other payments which are currently paid but will be kept under review are:

- First Aid Allowance – £180.66 per year.

20.5 Travel & Mileage Allowance

Employees will be able to claim for travel for work related purposes.

20.6 Acting Allowance:

Where a teacher is assigned to and carries out duties of a headteacher, deputy headteacher or assistant headteacher, but has not been appointed to the role, the Governors will, within a 4-week period beginning on the day that such duties were first carried out, decide whether an “acting allowance” should be paid. Where this continues, the Governors may review their decision as to whether an acting allowance must be paid.

Where a pay range has been determined for the role that is being covered, and an acting allowance is paid, the teacher’s total remuneration must not be lower than the minimum of the respective pay range for as long as the acting allowance is paid.

20.7 Performance payments to seconded teachers

Where:

- a) a teacher is temporarily seconded to a post as headteacher in a school causing concern which is not the teacher’s normal place of work; and
- b) the relevant body of that school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the secondment,

the Governing Body will pay the teacher a lump sum accordingly. The total value of the additional payment and any annual salary and other payments paid to the teacher during the secondment must not exceed 25% above the maximum of the headteacher group for the school to which the teacher is seconded.

21. Discretionary Payments and Allowances for Head Teachers & Senior Leaders

- 21.1. The approach to setting pay for Head Teachers will make additional payments by means of allowances largely unnecessary. The exception to this will be for temporary or irregular responsibilities or other very specific reasons which it is not appropriate to incorporate into permanent pay, such as housing or relocation costs. Such payments will be time-limited from the outset and cease when the responsibility ceases or circumstances change. Safeguarding will not apply to such payments. The total value of the salary and temporary payments made to a Head Teacher in any one year will not exceed 25% above the maximum of the group size for the School.
- 21.2 The principles for payment of allowances for members of the wider leadership group (except lead practitioners) will be consistent with those for the Head Teacher.
- 21.3 This approach and these principles however will only be applicable if pay setting for the leadership group has changed to reflect the new provisions, i.e. after 1st September 2019. In this School these changes have not yet been necessary and as such discretionary allowances and payments will continue until such changes are implemented.

The Local Governing Body have determined that they will not award any additional payments to the Head Teacher.

Note: Additional payments may be made to a Head Teacher in specified circumstances as set out in STPCD 2020 (provided the Governing Body have not previously taken such circumstances into account when determining the ISR under an earlier Document).

22. Honoraria

- 22.1 The Document, and therefore this School's pay policy, does not provide for the payment of bonuses or so-called 'honoraria' in any circumstances.

23. Salary Sacrifice Arrangements

23.1

The Governing Body will provide for salary sacrifice arrangements as identified below:

- *A child care voucher or other child care benefit scheme;*

- 23.2 Teachers participating in any such arrangements will likely see their gross salary being reduced accordingly for the duration of such participation in a scheme, and in line with the agreements required for the salary sacrifice arrangement.

- 23.3 Participating in such arrangements will have no effect on the determination of any safeguarding sum to which the teacher is entitled.

24. Additional Information

- 24.1 **Written Notification of Allowances and Other Payments.** The School will advise employees in writing of the determination of any allowance or other payment or amendment to such. The written notification will advise, as appropriate, on the date of commencement, termination, review, the value of any such award and whether it is to be safeguarded or not.
- 24.2 **Pay changes by mutual consent.** Any member of staff wishing to request a reduction in responsibility and pay should do so in writing. This request will be considered by the Pay Committee and a decision will be made taking into account the request from the teacher and the operational requirements of the School.
- 24.3 **Monitoring the impact of the Policy.** The Governing Body (Pay Committee) will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the School's continued compliance with equalities.

Appendix A: Teachers Pay & Staffing Structure

		Salary
Unqualified Teacher Pay Range	Minima	£ 18,160
	Maxima	£ 28,735

Main Pay Range	Minima	£25,714
	Maxima	£36,961

Upper Pay Range	Minima	£38,690
	Maxima	£41,604

The values of the TLRs that currently exist within this School are set out below:

a. TLR1s will be awarded to the following values:

- (£13,654) to the holder of TLR 1a post(s)
- (£10,862) to the holder of TLR 1b post(s)
- (£8,069 to the holder of TLR 1c post(s)

TLR 1	Minima	£ 8,291
	Maxima	£ 14,030

b. TLR2s will be awarded to the following values:

- (£6,829) to the holder of TLR2a post(s)
- (£4,813) to the holder of TLR2b post(s)
- (£2,796) to the holder of TLR2c post(s)

TLR 2	Minima	£ 2,873
	Maxima	£ 7,017

c. TLR3's will be awarded to the following value(s)

TLR 3	Minima	£ 571
	Maxima	£ 2,833

Appendix A (continued) – School Staffing Structure

Head – (100% of 32.5hrs for all Heads and Teachers)

Senior Teacher M6 – TLR 2C with responsibility for Leadership, Assessment and English (100%)

One UPS post

UPS3 + SEN Allowance – responsibility for Science and KS1 (80%)

Four main scale posts

M6 – responsibility for EYFS (100%) – job share

M6 (60%)

M6 (50%)

M6 Maternity (40%)

M6 – maternity cover and SENDCO cover (50%)

Nursery Nurse (TA) – 19.5hrs

HLTA – 25hrs (Fixed Term One Year)

TA – 18hrs

TA – 32.5hrs (one to one seconded role, usually 27.5hrs)

LSA – 22hrs (Fixed Term One Year)

Office Administrator (Job-share) – 22.25hrs/15hrs (37.25 hrs)

Premises Officer – 25hrs per week

Before & After School Club Manager – 14hrs

Before & After School Assistant - 15hrs



Appendix B – Terms of Reference for the Pay Committee



Stathern Primary School – Pay Committee Terms of Reference

The Governing Body have established a Pay Committee in order to monitor pay decisions in this establishment. The terms of reference for the Pay Committee are also attached as Appendix B in the Pay Policy.

The Pay Committee have fully delegated powers to make decisions on pay progression for all teachers in the School on behalf of the Governing Body.

It is the responsibility of the pay committee:

- To ensure the application of the pay policy is undertaken in a fair and consistent way.
- To ensure all statutory and contractual requests are applied.
- To record all decisions and report back in general to the Governing Body.
- To recommend to the Governing Body the total amount of funding needed for pay progression.
- To ensure knowledge of pay issues is up-to-date and make the Governing Body aware when the pay policy needs to be updated.
 - To ensure decisions are made with careful consideration of the SDP.

Staffing

☐☐To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.

☐☐To establish and oversee the operation of the school's Appraisal Policy/Performance Management Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.

☐☐To establish a Pay Policy for all categories of staff.

☐☐To be responsible for the administration and review of the Pay Policy.

Membership

It is recommended that a quorum of 3 governors should make up this committee. The full governing board have agreed that the Chair of Governors will be a member of this committee. In order to maintain impartiality in the case of any appeal, Amy Alison will act as a go-to representative.

Members of the Pay Committee will not include employee Governors.

Academic Year 19/20 Committee Members

Kenneth Bray

Clare Allen

Sally Camm

Matthew Lee (in advisory capacity)

Appendix C – School's Appeal Procedure

The arrangements for considering appeals are as follows:

Stage one – Informal Discussion

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 actioned and confirmation of the pay decision is made by the school.

At the formal stage of the appeals procedure the teacher has the right to put their case to the Governing Body appeal panel and is entitled to be accompanied by a colleague / trade union representative

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made:

- incorrectly applied any provision of the STPCD;
- incorrectly applied the School's 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;
- was biased; or
- otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

- 1) The teacher is informed of the pay recommendation to be made to the pay committee and where applicable the basis on which the decision was made.
- 2) If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Head Teacher.
- 3) Pay recommendations should be made to the pay committee to make pay determinations.
- 4) Pay decision is confirmed in writing.
- 5) Where the teacher is still dissatisfied, they may follow a formal appeal process.
- 6) The teacher should set out in writing the grounds for appeal and send it to the individual (or committee) who made the determination, within 10 working days of the notification of the decision of the pay committee or of the outcome of the discussion referred to above.

The appeal will be considered by an appeals committee in accordance with the School's Appeals Procedure. The appeal's committee will comprise of different members to the original pay committee.

See the School's Appeals Procedure

This policy should be reviewed annually by the Finance committee and presented for approval to the Full Governing Body.

Date	Page	Change	Approver
29/9/2020	All	Policy reviewed and pay sections updated by new Headteacher	
30/11/2020	All	Reviewed	Pay/Finance committee
10/12/2020	All	Reviewed	FGB