

# Honiton Community College Academy Trust



This Policy is based on teaching unions', as well as DfE, guidance and was adopted by the Governing Body of Honiton Community College Academy Trust on 1<sup>st</sup> February 2017 and will be reviewed annually.

**(This model policy has been updated in line with the School Teachers' Pay and Conditions Document (STPCD) 2016 and guidance on school teachers' pay and conditions – September 2016)**

New Performance Management Tree added (as at 1<sup>st</sup> February 2017)

**MODEL PAY POLICY FOR  
HONITON COMMUNITY COLLEGE  
ACADEMY TRUST**

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## **1.0 INTRODUCTION**

In adopting this pay policy the aim is to:

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

This Academy recognises The School Teachers' Pay and Conditions Document (STPCD) as a framework for teachers pay. This document places a statutory duty on schools to have a Pay Policy, which sets out the basis on which to determine teachers' pay and to establish procedures for determining appeals.

When making pay decisions, the Academy will have regard to the Pay Policy and to the member of staff's particular post within the staffing structure. A copy of the staffing structure (revised as appropriate following the most recent review of staffing) will be attached to this policy.

This model Pay Policy covers all key areas of pay discretion which requires consideration. All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability. Both Pay and Appraisal policies will make clear the Academy's compliance with The Equality Act 2010, [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), [The Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and [the Employment Act 2002 \(Dispute Resolution\) Regulations](#).

This Policy will be reviewed each year, or when other changes occur to the STPCD, to ensure that it reflects the latest legal position. The Pay Policy complies with the current STPCD and the accompanying statutory guidance. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the document and guidance take precedence.

This policy also covers matters relating to pay for support staff.

## **2.0 BASIC PRINCIPLES**

All teachers are paid in accordance with the statutory provisions of the STPCD, as updated from time to time and all references to the STPCD in this policy

shall be in reference to the latest version.

A copy of the latest version may be found online at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550286/STPCD\\_2016\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550286/STPCD_2016_guidance.pdf)

All pay-related decisions are made taking full account of the College's Improvement Plan (CIP). All pay related decisions are taken in compliance with the Equality Act 2010, [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), as well as the [Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#).

The process for making decisions on the pay of teachers at the Academy is as follows:

## **2.1 Pay Reviews**

The Principal will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October each year. The Principal will give them a written statement setting out their salary and any other financial benefits to which they are entitled to by that date. Also in the letter we will celebrate the extent to which they have achieved their appraisal objectives. In the case of the Principal, the Principal's Appraisal Panel of the Governing Body will make recommendations by 31st December in relation to any progression, in line with the STPCD, to the Performance and Pay Committee.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description which lead to a change in the basis for calculating an individual's pay. For example, if an individual takes up a new post their pay will be determined before or when the teacher takes up the new post or if a teacher is entitled to pay on the upper pay range. A written statement will be given after any review and where applicable will give information about the basis on which it was made. A revised pay statement must also be given where there are any other changes in pay arrangements in the year.

Where a pay determination leads or may lead to the start of a period of safeguarding, the Principal will give the required notification as soon as possible and no later than one month after the date of the determination.

## **2.2 The Performance and Pay Committee**

The Governing Body has delegated responsibility to the Performance and Pay Committee to approve or not recommendations made by the Principal regarding pay in accordance with the Pay Policy. Decisions will be communicated to each teacher in writing, by the Principal in accordance with the STPCD. Decisions regarding the pay of the Principal will be communicated in writing by the Chair of Governors, in accordance with the STPCD.

## **BASIC PAY DETERMINATION ON APPOINTMENT**

The Principal will determine the pay range for a vacancy prior to advertising, having previously sought approval from the Performance and Pay Committee if there are any changes to the already agreed pay scale. On appointment the Principal will determine the starting salary within that range to be offered to the successful candidate based on the following considerations:

- The principle of portability, if appropriate, will apply. Evidence of previous success in appraisal will be required to secure the existing rate of pay the teacher was receiving in their previous post, or if applicable pay progression. Pay progression, if appropriate, will be under the terms laid down in this pay policy and not the teacher's previous school.

## **PAY PROGRESSION BASED ON PERFORMANCE**

### **Teachers:**

In this college all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal which recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the college's appraisal policy.

Decisions regarding pay progression will be made with reference to the teachers' 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. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. In addition, where the capability procedure has been invoked in the current appraisal cycle, or the teacher requests not to progress from 'Embedded' to 'Expert' Teacher (see College's standards for teaching criteria) a 'no progression' determination may be made.

To be fair and transparent, and to ensure objectivity, assessments of performance will be properly rooted in evidence as part of the appraisal process. In this college we will ensure fairness by adhering to the following systems:

- appropriate training for all stakeholders, eg appraisees, appraisers
- rigorous and robust cycle of Appraisal activities (see Appraisal Policy)

The evidence we will use will include: self-assessment, tracking pupil progress, learning walks, work scrutinies, lesson observations, the views of pupils and parents.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept an appraiser's pay recommendation will be ratified by the Performance and Pay Committee, having regard to the appraisal report and taking into account advice from the Executive Leadership Team. The Governing Body will consider its approach in the light of the college's budget and ensure that appropriate

funding is allocated for pay progression at all levels.

When considering progression and the link to pay:

- progression is absolute, not relative
- the level of performance that will be required for progression to be awarded will be determined by the assessment of the appraisee's Totality of Performance (see Appraisal policy)
- totality of Performance will be differentiated according to the teacher's band on the pay scale (see College's standards for teaching criteria)

Annual pay progression within the pay range for these posts is not automatic. Any progression will normally be by one point, but the Performance and Pay Committee may consider movement by two points in exceptional circumstances if recommended by the Principal.

### **Vice and Assistant Principals:**

Vice and Assistant Principals must evidence sustained high quality of their performance in respect of leadership and management and pupil progress and will be subject to a review of performance against their appraisal objectives before any discretionary points will be awarded. The clarification of the application of the criteria (as set out in the STPCD) for Leadership Group progression will be taken fully into account.

Annual pay progression within the pay range for these posts is not automatic. Any progression will normally be by one point, but the Performance and Pay Committee may consider movement by two points in exceptional circumstances if recommended by the Principal.

### **The Principal:**

The Principal must evidence sustained high quality of performance, with particular regard to leadership, management and pupil progress and will be subject to a review of performance against their appraisal objectives before any discretionary points will be awarded. The Full Governing Body will have regard to any recommendation on pay recorded in the Principal's most recent appraisal record. The clarification of the application of the criteria (as set out in the STPCD) for Leadership Group progression will be taken fully into account.

Annual pay progression for this post is not automatic. Any progression will normally be by one point. Members of the Principal's Appraisal Panel of the Governing Body will conduct the appraisal. Membership will be up to three governors (including the Chair of Governors) but no fewer than two as set out in the Terms of Reference for the panel. The panel should not include the Principal, Staff Governors and any other governors employed at the college and associate members. The Terms of Reference

will name those governors on the panel. Members of the panel should be trained for the role and have attended the specific training on offer through Governor Support. Recommendations must be made by the 15<sup>th</sup> December in relation to any pay progression, in line with the STPCD to the Performance and Pay Committee. They may award up to two points.

## **MOVEMENT TO THE EXPERT TEACHER PAY BAND**

### **Applications and Evidence:**

Following two consecutive successful appraisals a teacher on point 6 of the college pay scale may express a desire to be considered to be paid on the Expert Teacher scale. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Expert Teacher band.

The application is via the appraisal report which must be submitted to the Principal by September 30<sup>th</sup>.

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 Expert Teacher scale in that school or schools. This college will not be bound by any pay decision made by another school.

### **The Assessment:**

An application from a qualified teacher will be successful where the Principal is satisfied that the teacher is meeting the criteria of Expert Teacher, as set out in the appraisal policy, and on successful completion of two consecutive appraisal rounds (see appraisal policy).

### **Processes and procedures:**

The assessment will be made by October 31<sup>st</sup>.

If successful, applicants will move to the Expert Teacher scale from the start of that academic year.

The teacher will start on point 7 of the pay scale.

If unsuccessful, feedback will be provided by the Principal within 10 working days of the assessment deadline.

Any appeal against a decision not to move the teacher to the Expert Teacher scale will be heard under the college's general appeals arrangements.

### **Part-time teachers:**

Teachers employed on an ongoing basis at the college but who work less than a full working week are deemed to be part-time. The Principal will give them 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 college's timetabled teaching week for a full-time teacher in an equivalent post.

### **Short Notice/Supply teachers:**

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

### **Pay increases arising from changes to the document:**

All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

### **Monitoring the impact of the Policy:**

The Performance and Pay Committee will monitor the outcomes and impact of this policy on a yearly basis, including trends in progression across specific groups of teachers to assess its effect and the college's continued compliance with equalities legislation (see appraisal policy).

## **3.0 PAY APPEALS PROCESS**

### **3.1 Informal Appeal Process**

Where an employee is not satisfied with their pay determination, they should seek to resolve this by discussing the matter informally with the decision maker within ten working days of the decision.

Where this is not possible or where the employee continues to be dissatisfied, they may follow the formal appeal process.

### **3.2 Formal Appeal Process**

#### **3.2.1 Representation**

An employee may seek a review of any determination in relation to their pay or any other decision ratified by the Performance and Pay Committee or individual acting with delegated authority which affects their pay.

A formal pay appeal may be lodged for the following reasons:

- incorrect application of any provision of the STPCD or NJC terms and conditions
- failure to have proper regard for statutory guidance
- failure to take proper account of relevant evidence
- failure to take account of irrelevant or inaccurate evidence
- biased or otherwise unlawful discrimination against the

employee

The order of proceedings is as follows:

The employee should set down in writing the grounds for requesting an appeal within 10 working days of the notification of the pay determination decision, or of the outcome of the informal process.

The Second (Appeals) Committee of the Governing Body should convene a hearing, within 10 working days of receipt of the written appeal, to consider the appeal and give the employee an opportunity to make representations in person.

An employee's request to be accompanied by a work colleague or recognised Trade Union/Professional Association representative will not be unreasonably refused. The timing and location of the formal meeting must be reasonable. Following the hearing the employee should be informed in writing of the decision and their right of appeal.

### **3.2.2 Appeal**

If an employee wishes to appeal against the determination made at the first hearing, they must notify the Clerk to the Governors, in writing, within 10 working days of the decision being notified to them in writing.

The appeal should be heard by a Special Committee of three Governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal.

The employee will be given the opportunity to present their appeal in person. An employee's request to be accompanied by a work colleague or recognised Trade Union/Professional Association representative will not be unreasonably refused.

The timing and location of the formal meeting must be reasonable. Five working days' notice should be given of the appeal hearing. The notification of the appeal hearing will include:

- the date, time and place of the hearing
- the name(s) of the person(s) who will hear the case,
- who will respond to the appeal (the person or representative of the Committee who made the original decision)
- copies of documents and any other written material or evidence which is relevant
- the names of any witnesses to be called
- confirmation of the employee's right to call witnesses
- the employee's right to submit any documentation within three

working days prior to the appeal hearing, to the Clerk to the Governors

- a copy of this policy
- the fact that the appeal hearing may take place in the employee's absence if they are unable to attend without a satisfactory explanation
- if they are unable to attend through illness, they should arrange representation at the appeal hearing and/or provide written submissions to the appeal hearing

It is the responsibility of the Clerk to the Governors to ensure that an accurate account of the hearing is made.

During the hearing, either side will be entitled to request an adjournment for consultation. Any reasonable request should be allowed. Witnesses will attend only for the part of the hearing where they are required to give evidence and answer questions.

No conclusion should be reached until representations from all parties have been taken into account. The decision of the appeal panel will be given in writing, and where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.

### **3.3 Periods of leave (including maternity/paternity/adoption and long term sick leave)**

If you are absent from work as a result of a sustained period of leave (including maternity/paternity/adoption and long term sick leave) during the intervening period between the last pay review and the current pay review and/or you are on a period of sustained leave when the salary review and appraisal process is conducted the college will look at the individual circumstances of your case and the appraisal information and evidence available to it when considering your pay review and will normally exercise its discretion to maintain your appraisal rating from the previous year.

If for any reason you object to the college's decision in respect of maintaining a previous appraisal rating, you should submit written reasons, together with evidence and information to support your application, to the Performance and Pay Committee within one month of receiving the written notification of the outcome of the pay review. The Performance and Pay Committee will then carry out a review of the decision based on the information and evidence available, your representations and evidence and the individual circumstances relating to your case and make a decision in relation to your appraisal rating.

If the Performance and Pay Committee decides that there is insufficient information and evidence to support your application for a

review of the decision to maintain your previous appraisal rating, the college may, where appropriate, exercise its discretion for an interim review before the next salary review at the beginning of the Autumn term.

If you are unhappy with the Performance and Pay Committee in relation to the pay decision, or the outcome of any interim review, you can appeal in writing to the Appeal Committee setting out the written reasons for your appeal together with any relevant evidence. The decision of the Appeal Committee will be final and there will be no further right of appeal.

## **4.0 USE OF DISCRETIONS IN BASIC PAY DETERMINATION**

### **4.1 Pay Range for Principals**

The relevant body will determine the head teacher group for Principals when they propose to make a **new** appointment or at any time if they consider it necessary. In limited circumstances (special measures, substantial difficulties in recruiting or retaining a Principal or the Principal is appointed as a temporary Principal of one or more additional establishments) the relevant body can consider making a discretionary payment(s). The total of all discretionary payments must not exceed 25 percent of the annual salary which is otherwise payable to the head teacher and the total of salary and other payments made to the head teacher must not exceed 25% above the maximum of the head teacher group. (refer to the relevant section of the STPCD).

Where the Principal is appointed to more than one establishment, the appropriate Governing Body must calculate the head teacher group by combining the unit score of all the schools for which the head teacher is responsible to arrive at a total unit score, which then determines the head teacher group (refer to the relevant section of the STPCD).

In this Academy the head teacher group unit score has been agreed as L28 to L34.

### **4.2 Pay Range for Vice and Assistant Principals**

The relevant body will determine the statutory pay range for Vice and Assistant Principals when they propose to make **new** appointments or where there is a significant change in the responsibilities of serving Vice or Assistant Principals. They may determine the pay range as of 1 September or at any time of the year to reflect any changes in the circumstances or job description which lead to a change in the basis for calculating their pay, or at any time if they consider it necessary to retain a Vice or Assistant Principal.

The statutory range for the Vice and Assistant Principal (s) have been agreed as:

**Post: Vice Principal** has been set as L21 to L25

**Post: Assistant Principal** has been set as L11 to L15

***Post: Director of Finance and Resources follows the Chief Officer's  
payscale.***

## **5.0 DISCRETIONARY EVIDENCE POINTS FOR CLASSROOM TEACHERS**

When placing a Classroom Teacher on the pay scale, the Appointing Panel will consider awarding an extra point or points on the scale in recognition of other relevant experience that would not attract mandatory experience points in the following circumstances:

- one point on the main scale for each year of service as a qualified teacher in an Academy, a city technology college, a city college for the technology of the arts or an independent school
- one point on the main scale for each period of one year of service as a qualified teacher in an overseas school outside the European Economic Area or Switzerland in the maintained sector of the country concerned
- one point on the main scale for each period of one year of service teaching in further education, including sixth form colleges
- one point on the main scale for each period of one year of service teaching in higher education

The Appointing Panel will consider awarding on a case by case basis:

- at least one point on the scale for each period of five years spent outside teaching but working in a relevant area. This might include industrial or commercial training, and experience with children/young people.

## **6.0 UNQUALIFIED TEACHERS**

### **6.1 Newly Appointed Unqualified Teachers**

All unqualified teacher will meet the criteria stipulated within the STCPD.

### **6.2 Additional Allowances for Unqualified Teachers**

The Performance and Pay Committee may determine an additional allowance as it considers appropriate, where in the context of its staffing structure and Pay Policy a teacher has:

- (a) taken on a sustained additional responsibility which:
- is focused on teaching and learning; and
  - requires the exercise of a teacher's professional skills and judgement
- (b) qualifications or experience which bring added value to the role he/she is undertaking

Where an Unqualified Teacher is in receipt of an additional allowance awarded

under a previous document, the relevant body must re-determine that allowance in accordance with the above criteria.

Unqualified Teachers may not hold a TLR or SEN allowance.

### **6.3 Safeguarding for Unqualified Teachers**

Any safeguarded sum applied to an Unqualified Teacher will be paid in accordance with the STPCD.

## **7.0 DISCRETIONARY ALLOWANCES AND PAYMENTS**

### **7.1 Safeguarded payments and allowances**

Safeguarding will apply up to a maximum of three years whenever a teacher faces a reduction in salary through no fault of their own in line with the STPCD.

### **7.2 Teaching and Learning Responsibility Payments (TLRs)**

TLRs are awarded to the holders of posts indicated in the attached staffing structure (Appendix 1).

TLR3s may be awarded for clearly time-limited school improvement projects or one-off externally driven responsibilities. The values of the TLRs to be awarded are set out below:

TLR3s will be awarded to the following values:

#### **TLR3 (£522 - £2,603) dependent on the nature and longevity of the project**

TLR2s will be awarded to the following values:

**TLR2A (£2,639)**

**TLR2B (£4,486)**

**TLR2C (£6,450)**

TLR1s will be awarded to the following value:

**TLR1A (£7,621)**

**TLR1B (£9,406)**

**TLR1C (£12,897)**

### **7.3 Criteria and factors for award of TLRs**

#### Criteria

A Teaching and Learning Responsibility payment ("TLR") may be awarded to a teacher for undertaking a sustained additional responsibility in the context of the academy's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which they are made accountable. The award may be while the teacher remains in the same post

or occupies another post in the temporary absence of the post holder.

### Factors

Before awarding a TLR, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that is focused on teaching and learning. Possible factors are:

- a) leading, managing and developing a subject or curriculum area; or to lead and manage pupil development across the curriculum
- b) having an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- c) involving leading, developing and enhancing the teaching practice of other staff

Before awarding a TLR1, the Governing Body must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition line management responsibility for a significant number of people.

A teacher may not hold more than one TLR, but a TLR could be based on a job description that itemises several different areas of significant responsibility.

TLRs may only be awarded in the context of the staffing structure and Pay Policy. Details of any proposed changes to the staffing structure should be appended to Appendix 1 of this policy.

## **7.4 Safeguarding for TLRs**

Any safeguarded sum applied to a classroom teacher who was in receipt of a TLR1 or TLR2 will be paid in accordance with the STPCD. TLR3s are not subject to safeguarding.

## **7.5 Special Educational Needs Allowance**

A SEN allowance is no less than £2,084 and no more than £4,115.

The Governing Body will award an SEN Allowance to a classroom teacher in line with the STPCD.

## **8.0 OTHER PAYMENTS**

### **8.1 Continuing Professional Development, Initial Teacher Training Activities, Out-of-School Learning Activities and Additional Responsibilities Linked to Raising School Educational Standards**

The Governing Body **may** make such payments as they see fit to a Teacher, including the Principal, in respect of:

- a) continuing professional development undertaken outside of the

- academy's day
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the academy
- c) participation in out-of-hours learning activity agreed between the Teacher and the Principal or, in the case of the Principal, between the Principal and the Principal's Pay Group

Furthermore the Governing Body **may** make such payments as they see fit to a Teacher, excluding the Principal, in respect of:

- d) additional responsibilities and activities due to, or in respect of the provision of services by the Principal relating to the raising of educational standards to one or more additional establishments

Other benefits payable, such as support for travel costs, care of dependants etc, **may be paid**.

The Governing Body will specify clearly the basis on which such incentives may be paid (e.g. to all teachers; to those in shortage subjects as defined by the academy; or after one/two advertisements have failed to produce a suitable candidate for appointment).

Payments may only be made for retention purposes, not for carrying out specific responsibilities or to supplement pay for other reasons.

Incentives may, for example, include a cash sum, a percentage up rating of salary, or defined benefits such as childcare costs of health care provision.

A review of rates will be necessary if the Governing Body intends to increase the level of these awards in line with general increases to salaries, or in other circumstances which the Governing Body may determine.

Any award given to a Principal under the STPCD, including non-monetary benefits (for which a notional monetary value must be given) is subject to the overall 25 percent limit on discretionary payments.

## **9.0 Pay Policy Relating to Support Staff**

Within this Academy Support Staff are paid in line with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service and the Devon County Council Job Evaluation Scheme

## APPENDIX 1: ACADEMY'S STAFFING STRUCTURE

Honiton Community College



### PERFORMANCE MANAGEMENT TREE 2016– 2017

#### ELT AND CLC

ELT		
<b>Glenn Smith</b> <b>L28 - 34</b>	Andrew Holt Rob Robson Marie-Claire Adams Kelly Knight Nicholas Millward	Jenny Bigmore Sarah Matthews Matthew Burrell Selena Burroughs
<b>Marie-Claire Adams</b> <b>L11 – 16</b>	Kat Blockley Caroline McConachie Avalon Cory Christopher Veall	Nicola Turner Pete Williams
<b>Andy Holt</b> <b>L21 - 25</b>	Charles Braven Sarah Flynn Josh Wright	Julie Payne Loren Pidgeon Shelagh Andrews
<b>Rob Robson</b> <b>L11 - 15</b>	Tom Skelding Pippa Wyatt Hannah Bown Dave Dagger Arnikah Brown	Michelle Clements Jo Norman
<b>Nicholas Millward</b> <b>L11 - 15</b>		Alison Salter Louise Bradbury Jackie Rees Kate Adkin
<b>Matt Burrell</b>		Mandy White Gill Nicholls Mick Robson Tony Ballinger Martin Stone Doug Piper
CreATE		
<b>Kat Blockley</b> <b>TLR1B</b>	Chris Carter Julie Duncan Richard Fisher	<b>TLR2B</b>
<b>Julie Duncan</b> <b>TLR2B</b>	Marc Culwick	<b>TLR2A</b> Scott Tobin Denize Creed Michelle Turner
ICT DEPARTMENT		
<b>Josh Wright</b> <b>L9</b>	Amy Bazley	
HUMANITIES DEPARTMENT		

<b>Dave Dagger</b> <b>TLR1B</b>		Darren Jeffrey Shelly Anderson Maria Davies Julie Money	
Shelly Anderson	<b>TLR2A</b>	Vicky Bidwell Jo Hill Isobel Stacpoole	
<b>ENGLISH DEPARTMENT</b>			
<b>Sarah Flynn</b> <b>TLR1B</b>		Karen Lane Claire Jenkins	
		Andrew Langley	Ruth Robertson
<b>Karen Lane</b> <b>TLR2B</b>		Neil Franklin	Linda Hamilton
<b>MATHS DEPARTMENT</b>			
<b>Charles Braven</b> <b>TLR1B</b>		Matthew Brailsford Philippa Gurney Lauren Bartlett	
<b>Matthew Brailsford</b> <b>TLR2C</b>		Kevin Taylor	
<b>Philippa Gurney</b>			Lorraine Patch
<b>MFL DEPARTMENT</b>			
<b>Caroline McConachie</b> <b>TLR2B</b>		Miriam Theeten	
<b>PE DEPARTMENT</b>			
<b>Hannah Bown</b> <b>TLR2C and TLR3</b>		Andy Taylor Ethan Leach (part)	
<b>SCIENCE DEPARTMENT</b>			
<b>Kelly Knight</b> <b>TLR1B</b>		Richard Collins Brian Woodward Ruth Pavey	Richmal Shorter
<b>Richard Collins</b> <b>TLR2B</b>		Simon Maplesden Jeannette Murch Stephen Whetton	
<b>Richmal Shorter</b>			Jo-Anne Harvey-Ingram Jean Osment
<b>STUDENT WELL BEING CO-ORDINATORS</b>			
<b>Thomas Skelding</b>	<b>TLR2C</b> <b>R and R</b>		Sue Smith Jeanine Ledward
<b>Pippa Wyatt</b>	<b>TLR2C</b> <b>TLR3</b>		Nikki Venn Joy Davies
<b>Jo Hill</b>	<b>TLR2B</b>		Sasha Pidgeon

<b>Selena Burroughs</b>		Emma Williams
<b>ASSOCIATE STAFF</b>		
<b>Pete Williams</b>		Natalie Hunt Jenny Burgess
<b>Jo Norman</b>		Amanda Lowes Helen Miles Nikki Thomas
<b>Mick Robson</b>		Roy Huxley Dave Reed Mark Catlin-Garner
<b>ADDITIONAL NEEDS ASSISTANTS</b>		
<b>Nicholas Millward</b> <b>L11 - 15</b>		Carole White
<b>Alison Salter</b>		Mireie Stace Melanie Webb Karen Woollacott Charlotte Bowles Michele McGrath Sue Lale
<b>Carole White</b>		Jon Hannay Cheryl Tootill Louis Lane Christine Elliott Kate Wallis

Performance Management tree 20152016/jmb

**APPENDIX 2 – PAY RANGES FOR CLASSROOM TEACHERS AND UNQUALIFIED TEACHERS**

**CLASSROOM TEACHERS - England and Wales (excluding London and the Fringe)**

<b>Spine Point</b>	<b>1 September 2015 to 31 August 2016</b>	<b>1 September 2016 to 31 August 2017</b>
<b>MAIN PAY RANGE</b>		
Min M1	£22,244	£22,467
M2	£24,002	£24,243
M3	£25,932	£26,192
M4	£27,927	£28,207
M5	£30,128	£30,430
Max M6	£32,831	£33,160
<b>UPPER PAY RANGE</b>		
Min U1	£35,218	£35,571
U2	£36,527	£36,889
Max U3	£37,871	£38,250

**UNQUALIFIED TEACHERS PAY RANGE - England and Wales (excluding London and the Fringe)**

<b>Scale Point</b>	<b>1 September 2015 to 31 August 2016</b>	<b>1 September 2016 to 31 August 2017</b>
<b>MAIN PAY RANGE</b>		
Min 1	£16,298	£16,461
2	£18,194	£18,376
3	£20,088	£20,289
4	£21,984	£22,204
5	£23,881	£24,120
Max 6	£25,776	£26,034

## **DOCUMENT HISTORY**

### **The Personnel Committee (22<sup>nd</sup> January 2014) agreed the following amendment which was ratified by the Full Governing Body on the 12<sup>th</sup> February 2014:**

The implementation plan attached to the previous policy was a Devon County Council document 'Adjustments to School Staffing Structures – Guidance'. Following legal advice this document was not included with this policy (this policy was agreed by the Full Governing Body at their meeting on the 2<sup>nd</sup> October 2013). The wording in this policy has now been updated to clarify this (i.e. Section 1.0, paragraph 3 'A copy of the staffing structure (revised as appropriate following the most recent review of staffing) will be attached to this policy, together with the implementation plan for bringing in changes.' amended to 'A copy of the staffing structure (revised as appropriate following the most recent review of staffing) will be attached to this policy.)

### **The Personnel Committee (7<sup>th</sup> May 2014) agreed the following amendments which were ratified by the Full Governing Body on the 4<sup>th</sup> June 2014:**

- Paragraph 2.1 'In the case of the Principal, the Chair and Vice Chair of Governors, as well as the Chairs of Personnel and Finance committees, will ensure the Principal's salary is reviewed by 31 December' – date amended to 15th February (in line with Principal's Pay and Salary Review Policy).
- Page 15, Section 'd' '*The Governing Body will review the level of payments/benefits annually*' removed (as this is not done by the Governing Body).

### **May 2015 – Policy updated by Foot Anstey Solicitors to reflect changes in the STPCD (School Teachers' Pay and Conditions Document). The following changes were adopted the Full Governing Body on 20<sup>th</sup> May 2015:**

- **References to STPCD 2013** (School Teachers' Pay and Conditions Document) updated to STPCD.
- **Terms** - 'Individual School Range (ISR)' and 'five point range' updated.
- **Page 6 – Section 'PAY PROGRESSION BASED ON PERFORMANCE, Teachers:'** – The following paragraph has been added to the end of the section '*Annual pay progression for teachers is not automatic. Any progression will normally be by one point (where possible) but the Personnel Committee may consider movement by two points in exceptional circumstances if recommended by the Principal.*
- **Page 6, Section on 'The Principal', paragraph 2, first sentence** '*Annual pay progression within the ISR (Individual School Range) for this post...*' amended to '*Annual pay progression for this post...*'
- **Page 11, 4.1 'Pay Range for Principals', first paragraph, first sentence** - '*The relevant body will determine the Individual School Range (ISR)...*' amended to '*The relevant body will determine the head teacher group...*'
- **Page 11, 4.1, 'Pay Range for Principals', first paragraph, final sentence** - '*The total of all discretionary payments must not exceed 25 percent of the amount which corresponds to that individual's point on their ISR for the year (refer to section 2, paragraph 11.4 – 11.6 of the 2013 STPCD)*' amended to '*The total of all discretionary payments must not exceed 25 percent of the annual salary which is otherwise payable to the head teacher and the total salary and other payments made to the head teacher must not exceed 25% above the maximum of the head teacher group (refer to the relevant section of the STPCD).*'
- **Page 11, 4.1, 'Pay Range for Principals', second paragraph** – '*...the appropriate Governing Body must determine the ISR by calculating the total establishments (refer to section 2, paragraph 12.4 of the 2013 STPCD)*' amended to '*... The appropriate Governing Body must calculate the head teacher group by combining the unit score of all the schools for which the head teacher is responsible to arrive at a total unit score, which then determines the head teacher group (refer to the relevant section of the STPCD).*'
- **Page 11, 4.3 'Lead Practitioner'** – section removed.
- **Page 12, 6.1 Newly Appointed Unqualified Teachers'** – '*Where a newly appointed Unqualified Teacher has relevant experience which the relevant body considers to be of value*

*to the performance of the Unqualified Teacher's duties, the relevant body may place them on a point above the first point on the pay scale. If this is the case, the relevant body must determine which point is appropriate in the light of that experience'* - section deleted.

- **Page 13, 7.2 'Teaching and Learning Responsibility Payments (TLRs)** – values updated.
- **Page 14, 7.5 'Special Educational Needs Allowance'**– values updated.
- **Page 15, 8.1 'Continuing Professional Development...'**, **final paragraph** - '*An award will not be granted for responsibilities taken into consideration when setting the ISR.*' – final sentence deleted.

#### **Amendments adopted by the Governing Body (9<sup>th</sup> December 2015):**

##### **Front Cover:**

'(This model policy has been updated in line with the School Teachers' Pay and Conditions Document 2015 and guidance on school teachers' pay and conditions – September 2015)'

##### **and**

'New Performance Management Tree added (as at 23<sup>rd</sup> November 2015)'

##### **Page 5 – the following to be added:**

Note: Reference School Teachers' Pay and Conditions Document 2015 and guidance on school teachers' pay and conditions – September 2015. Teachers on Point 6 may be awarded a performance-related pay uplift of an additional 1%. This will be awarded in exceptional circumstances. As it is point 6 of the pay scale the award will be recommended if the teacher is operating at the Expert Level (see HCC Appraisal Policy) and has achieved totality of performance, as described in our Pay Policy.

**Appendix 1** – updated 'Performance Management Tree' added

#### **Amendments adopted by the Governing Body (7<sup>th</sup> December 2016):**

##### **Front Cover**

- Reference to School Teachers' Pay and Conditions Document amended to 2016.
- Reference to New Performance Tree updated to 23<sup>rd</sup> November 2016.

##### **Throughout document**

- References to Personnel Committee amended to Performance and Pay Committee.

##### **Page 4, first paragraph**

- 'A copy of the latest version may be found online at:....' – link updated.

##### **Page 4, Section 2.1 'Pay Reviews' Paragraph 1**

- 'In the case of the Principal, the Chair and Vice Chair of Governors, as well as the Chairs of Personnel and Finance committees, will ensure that Principal's salary is reviewed by 15<sup>th</sup> February' *amended to* 'In the case of the Principal, the Principal's Appraisal Panel of the Governing Body will make recommendations by 31<sup>st</sup> December in relation to any progress in line with the STPCD to the Performance and Pay Committee'. Note: Paragraph updated in line with current Terms of Reference.

##### **Page 5 'Pay Progression Based on Performance – Teachers:' – final paragraph**

- 'Note: Reference School Teachers' Pay and Conditions Document 2015 and guidance on school teachers' pay and conditions – September 2015. Teachers on Point 6 may be awarded a performance-related pay uplift of an additional 1%. This will be awarded in exceptional circumstances. As it is point 6 of the pay scale the award will be recommended if the teacher is operating at the Expert Level (see HCC Appraisal Policy) and has achieved totality of performance, as described in our Pay Policy.' – Section deleted as related to 2015 STCPD.

#### **Page 6 'Pay Progression Based on Performance – The Principal:' – final paragraph**

- 'The Chair of Governors and Chair of Personnel alongside the College Improvement Partner carry out the Principal's appraisal. Separate from this the Chair, Vice Chair, Chairs of Personnel and Finance (the Principal's Pay Group) meet annually to carry out a salary review of the Principal and the outcome is reported to the Full Governing Body. They may award up to two points' *amended to* 'Members of the Principal's Appraisal Panel of the Governing Body will conduct the appraisal. Membership will be up to three governors (including the Chair of Governors) but no fewer than two as set out in the Terms of Reference for the panel. The panel should not include the Principal, Staff Governors and any other governors employed at the college and associate members. The Terms of Reference will name those governors on the panel. Members of the panel should be trained for the role and have attended the specific training on offer through Governor Support. Recommendations must be made by the 15th December in relation to any pay progression, in line with the STPCD to the Performance and Pay Committee. They may award up to two points'. Note: Paragraph updated in line with current Terms of Reference.

#### **Page 9, Section 3.2.1 Representation, Paragraph 3, First Sentence**

- Three representatives from the Personnel Committee who made the determination should...' *amended to* 'The Second (Appeals) Committee of the Governing Body should....' Note: Paragraph updated in line with current Terms of Reference.

#### **Page 9, Section 3.3.2 Appeal, Paragraph 2, Final Sentence**

- If there are not three Governors available, two Governors may conduct the appeal hearing' – *removed*. Note: Paragraph updated in line with current Terms of Reference for the Second (Appeals) Committee.

#### **Page 11, Section 4.2 Pay Range for Vice Principals, First paragraph, Second Sentence**

- '1 September 2014' *amended to* '1 September' as date is the same each year.

#### **Page 11, Section 4.2 Pay Range for Vice Principals**

- Details for Director of Finance and Resources now included within this section as: 'Post: Director of Finance and Resources follows the Chief Officer's payscale'.

#### **Page 33, 7.2 Teaching and Learning Responsibility Payments (TLRS) – figures updated.**

#### **Page 14, 7.5 Special Educational Needs Allowance – figures updated.**

#### **Page 15, 9.0 Policy Relating to Support Staff – paragraph updated.**

'... and the Devon County Council Job Evaluation Scheme' - *added to first paragraph and the following section deleted:*

'Grading Schemes:

A teaching assistant grading scheme is available for schools and academies at: <http://staff.devon.gov.uk/crtainfouguidance.doc>

This document includes evaluated job descriptions (in line Devon County Councils job evaluation scheme) and person specifications for Teaching Assistants, Cover Supervisors and Higher Level Teaching Assistants.

School Business Manager Information and Guidance is available for schools at: <http://www.devon.gov.uk/sc-nov1044022.pdf>

#### **Amendments adopted by the Governing Body (1<sup>st</sup> February 2017):**

- Appendix 2 added