

Ninestiles Academy Trust Mission Statement

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and councillors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place. Outcomes will be outstanding.

Policy title	Pay Policy for Teachers
<p>Rationale</p>	<p>1 Introduction</p> <p>1.1 The Board of Directors has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the school.</p> <p>1.2 The Board of Directors is committed to taking decisions in accordance with the ‘key principles of public life’: objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.</p> <p>1.3 The Board of Directors recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.</p> <p>1.4 This policy is based on a whole school approach to pay issues. Pay decisions will take account of the resources available to the school. The school staffing structure will support the school improvement plan. The Board of Directors will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.</p> <p>1.5 The Board of Directors recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way. The Board of Directors also recognises the importance of annual appraisal of performance for support staff and how this may link to pay.</p>

	<p>1.6 This policy has been agreed by the Board of Directors following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the committee. The Academy Council of each school will have full authority to take decisions on behalf of The Board of Directors on pay matters as defined in this policy.</p> <p>2 Aims of the policy</p> <p>2.1 The Board of Directors aims to use the school pay policy to:</p> <ul style="list-style-type: none"> • Maintain and improve the quality of teaching and learning at the school; • Support the Trust’s priorities and each school’s improvement plan • Underpin the Trust’s Appraisal policy; • Ensure that all staff are valued and appropriately rewarded for their work contribution to the Trust and their school; • Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development; • Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value; • Provide flexibility to recognise individual staff performance linked to pay decisions; <p>2.2 The Board of Directors will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation</p>
<p>Policy statement</p>	<p>3 Job Roles and Responsibilities</p> <p>3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.</p> <p>3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.</p> <p>3.3 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.</p> <p>4 Pay Assessment and Pay Review</p> <p>4.1 The Board of Directors will ensure that every teacher’s salary is reviewed on an annual basis with effect from 1 September, no later than 31 October for all teachers and 31 December for Principals.</p> <p>4.2 The teacher’s appraisal report will contain a recommendation on pay. The Principal will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to The Academy Council for approval.</p> <p>4.3 All teachers will be entitled to receive an annual pay statement</p>

	<p>including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.</p>
	<p>4.4 A review may occur at other times where there has been a significant change affecting an individual teacher’s pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply</p>
	<p>5 Recruitment</p>
	<p>Teaching Staff</p>
	<p>5.1 Advertisements for vacant posts in the school will be considered by the Principal and Academy Council for all teachers and Directors for all leadership post where appropriate. All posts will be advertised either internally or externally, locally or nationally as appropriate.</p>
	<p>5.2 The advertisement will include the relevant pay band for the post from the range of bands determined by Academy Council for teachers and The Board of Directors for leadership posts and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.</p>
	<p>5.3 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.</p>
	<p>5.4 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the school to encourage applications from any disadvantaged and under-represented groups.</p>
	<p>Support Staff</p>
	<p>5.5 The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined.</p>
	<p>6 Teaching Staff Pay</p>
	<p>6.1 In the Trust all teaching staff are employed in accordance with the provisions of the School Teachers Pay and Conditions Document. In reviewing pay scales in the future The Board of Directors will have regard to any changes to national pay bands contained within the STP&C Document. The following pay arrangements have been agreed by The Board of Directors using the flexibilities contained within the STP&C Document.</p>
	<p>6.1.1 The Board of Directors will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy.</p>
	<p>6.2 Principal</p>
	<p>6.2.1 The Board of Directors will assign a seven point Individual School Range based on the needs of the trust, as determined by the School Teachers’ Pay and Conditions document. The Board of Directors will ensure that there is no overlap of salary bands between the Principal and other leadership posts.</p>
	<p>6.2.2 The Board of Directors will determine the appropriate Individual School Range for the year in accordance with the provisions of the School Teachers’ Pay and Conditions Document.</p>

	<p>6.2.3 Progression on the ISR for the Principal will be subject to a review of the Principal's performance set against the annual appraisal review. The Board of Directors may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality The Board of Directors may decide that there should be no pay progression. The pay review for the Principal will be completed by 31 December.</p> <p>6.2.4 The Board of Directors will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Principal's salary is fair and transparent.</p> <p>6.2.5 Discretionary payments to the Principal</p> <p>6.2.6 The Board of Directors may consider a discretionary payment not exceeding 25% of the Principal's salary, as determined above, for reasons not already taken into account in determining the ISR, and which may include:</p> <ul style="list-style-type: none"> • the school is a school causing concern; • without such additional payment The Board of Directors considers that the school would have substantial difficulty filling a vacant Principal post • without such additional payment The Board of Directors considers the school would have substantial difficulty retaining the existing Principal; or • the Principal is appointed as a temporary Principal of one or more additional schools. <p>6.2.7 In wholly exceptional circumstances The Board of Directors may consider a payment in excess of 25%. In such circumstances The Board of Directors will seek external independent advice.</p> <p>6.3 Other Leadership Posts</p> <p>6.3.1 The Board of Directors will determine a 5 point pay range for all other leadership posts from within the leadership scale contained in the School Teachers' Pay and Conditions Document.</p> <p>6.3.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the Principal will be remunerated accordingly above the range for other leadership posts.</p> <p>6.3.3 The Board of Directors will ensure that there is no overlap of pay points between the Principal and any other leadership post.</p> <p>6.3.4 The pay range for teachers paid on the leadership spine will be reviewed with effect from 01 September or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.</p> <p>6.3.5 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review. The Academy Council may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality The Board of Directors made decide that there should be no pay progression. The pay review will be completed by 31 October.</p>
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6.4 **Main Scale and Upper Pay Spine Teachers**

6.4.1 The Board of Directors will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers' Pay and Conditions Document.

6.4.2 The Board of Directors has established a pay structure for these posts as follows:

e.g. **Band 1 (Teacher)**

M1

M2

M3

Band 2 (Accomplished Teacher)

M4

M5

M6

Band 3 (Expert Teacher)

UPS1

UPS2

UPS3

NB Cash values will be in line with the Teachers' Pay and Conditions document current at the time.

6.4.3 The Board of Directors has agreed Professional Skills Level Descriptors for each band which are detailed in the school's Appraisal Policy. The pay review will normally be completed by 31 October.

Pay Progression within bands

6.4.4 Pay progression within bands will be subject to sustained performance towards the next higher band, and meeting the relevant teacher standards and Professional Skills Level Descriptors for that band. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year.

6.4.5 The Board of Directors has determined that normally progression within a band will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, The Board of Directors may award accelerated progression (of up to two increments) within the band. Progression to the next band will be subject to the criteria for the higher band being met as set out in the previous paragraphs of this section of the policy.

Pay progression between bands

6.4.6 The Board of Directors has determined that, other than in exceptional circumstances, a teacher would not move to band 2 (Accomplished Teacher) unless they are able to demonstrate 2 years teaching experience including a period of a sustained level of performance at the higher level prior to moving to Accomplished Teacher) or to band 3 unless they are able to demonstrate a period of a sustained level of performance at the higher level for a year prior to, moving to Expert Teacher.

6.4.7 Progression between bands will be based on the teacher demonstrating, through performance appraisal that they meet the teacher standards and Professional Skills Level Descriptors for the new band.

	<p>6.4.8 The Board of Directors has determined that a teacher appointed to Band 1 (Teacher) would, other than in exceptional circumstances, be expected to have progressed to the Accomplished Teacher band within a maximum of 3 years of taking up their post. In circumstances where a teacher's performance is not at that level this will be addressed through the school's appraisal and possibly capability procedure.</p> <p>6.4.9 A teacher reaching the top of Band 1 will automatically progress to the next band if they meet the criteria for the higher band and are recommended for progression by the appraiser. Progression to the upper pay range (Band 3) is detailed in section 6.5 of this policy.</p> <p>Accelerated progression</p> <p>6.4.10 The Board of Directors has determined that normally progression within a band will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, The Board of Directors may award accelerated progression (of up to two increments) within the band. Progression to the next band will be subject to the criteria for the higher band being met as set out in the previous paragraphs of this section of the policy.</p> <p>Appointments</p> <p>6.4.11 A newly appointed teacher will usually be appointed at any point in the band to take account of a teacher's previous salary and/or relevant experience as determined by the Principal.</p> <p>6.4.12 The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.</p> <p>6.4.13 A teacher transferring roles internally within the school and the Trust will continue paid the same salary on the main scale (Bands 1 and 2) or the Upper Pay Scale (Band 3) as paid in the previous role.</p> <p>6.5 Application to move onto the Upper Pay Range (Band 3 –Expert Teacher)</p> <p>6.5.1 Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.</p> <p>6.5.2 The Academy Council will consider applications from a teacher during the Summer term for progression at the start of the Autumn term. A teacher may submit one application in any academic year.</p> <p>6.5.3 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the professional skills level descriptors agreed by The Board of Directors for teachers on the upper pay range (Band 3 – Expert Teacher). The teacher will also need to demonstrate that they have been working at that level for a significant period of at least 1 year prior to the submission of the application.</p> <p>6.5.4 As defined in the School Teachers' Pay and Conditions Document, a teacher being considered for a move onto the Upper Pay Spine (Expert Teacher – Band 3) must therefore be able to demonstrate:</p> <ul style="list-style-type: none"> • the teacher is highly competent in all elements of the relevant standards; and
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	<ul style="list-style-type: none"> the teacher's achievements and contribution to the school are substantial and sustained as exemplified by the trust's professional skills level descriptors.
	6.5.5 An application for progression to the upper pay range (Band 3 – Expert Teacher) will be assessed by the Principal and a decision notified to the teacher in writing within 30 working days.
	6.5.6 If unsuccessful the teacher will be provided with feedback by the Principal.
	6.5.7 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the school's pay appeals procedure set out in appendix 1.
	7 Part time teachers
	7.1 The Board of Directors will ensure that part time teachers' pay and working time will be dealt with in accordance with the School Teachers' Pay and Conditions Document. Pay scales and pay progression will be as detailed earlier in this policy.
	7.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non contact time and directed time allocated on a pro rata basis.
	8 Allowances etc
	8.1 Teaching and Learning Responsibility Payments (TLRs)
	8.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure.
	8.1.2 TLR payments will be awarded to a teacher on the main scale or upper pay scale where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.
	i.e. where a post :
	<ul style="list-style-type: none"> is focused on teaching and learning; requires the exercise of a teacher's professional skills and judgment; 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 pupils other than the teacher's assigned classes or groups of pupils; and involves leading, developing and enhancing the teaching practice of others.
	8.1.3 The Academy Council will award TLR payments within the range prescribed in the School Teacher's Pay and Conditions Document. These will remain at current levels plus 1%.
	8.1.4 A teacher will not be awarded more than one TLR of any value.
	8.1.5 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 8.2 of this policy in respect of Special Educational Needs.
	8.1.6 The Board of Directors may award a temporary TLR (TLR3) payment of between £500 to £2,500 to a post requiring additional duties for a time limited period for a specific project identified as a priority within

	<p>the school development plan or other substantial school improvement projects or exceptional on off externally driven responsibilities.</p> <p>8.1.7 The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.</p> <p>8.1.8 The duration of such temporary TLR3 payments would normally not exceed (insert school policy e.g. 3 years) after which time they will be reviewed and may be extended if appropriate.</p> <p>8.1.9 There will be no safeguarding of any temporary TLR3 payments.</p> <p>8.2 Acting Allowances</p> <p>8.2.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.</p> <p>8.3 Recruitment and Retention</p> <p>8.3.1 The Academy Council may, on the advice of the Principal, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:</p> <ul style="list-style-type: none"> • required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or • required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill. • to recognise a teacher's performance which exceeds the school's expectations and which is not recognised through accelerated salary progression in other sections in this policy. <p>8.3.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the school structure and known staffing changes in the future and would normally be within the range £500 - £3,000.</p> <p>8.3.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of one year but will be subject to annual review which may extend the period if appropriate.</p> <p>8.3.4 Normally a recruitment or retention payment will be financial.</p> <p>8.4 Out of School Learning Activities</p> <p>8.4.1 Teachers who undertake agreed voluntary learning activities outside the normal school day, and whose salary range does not take account of such activity may be entitled to an additional payment. The Academy Council advised by the Principal, will consider each case individually before the activity takes place. Such activities may include:</p> <ul style="list-style-type: none"> • Holiday revision groups • Breakfast clubs • Homework clubs, • Summer Schools
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	<ul style="list-style-type: none"> • Saturday morning booster classes • Study support groups • Activities for gifted and talented children • Curriculum linked sporting or arts related activities or clubs <p>8.4.2 The rate of payment will be determined according to circumstances, but will usually be £25 per hour. Payment will only be made for actual attendance at any of these events.</p> <p>8.5 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 schools</p> <p>8.5.1 The Trust may consider an additional payment where the Principal is providing services to other schools e.g. as a consultant leader, school improvement partner, local leader for education or national leader of education.</p> <p>8.5.2 Any payment considered under this section will be temporary only.</p> <p>8.5.3 No payment will be considered where these duties have already been taken into account in other sections of this policy.</p> <p>9 Salary Sacrifice</p> <p>9.1 The Trust will support salary sacrifice arrangements for teachers in respect of the following:</p> <ul style="list-style-type: none"> • Childcare vouchers / childcare benefit schemes • Cycle or cyclists safety equipment scheme <p>9.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.</p> <p>10 Safeguarding</p> <p>10.1 The Board of Directors will apply the salary safeguarding provisions of the School Teachers Pay and Conditions Document.</p> <p>11 Appeals</p> <p>11.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by The Academy Council (or committee or individual acting with delegated authority) that affects the pay of the member of staff.</p> <p>11.2 The Academy Council has agreed to consider appeals on the following grounds: That the person or committee making the decision:-</p> <ul style="list-style-type: none"> • incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision; • 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 • otherwise unlawfully discriminated against the teacher.
Monitoring and review	CEO, Directors
Links	Staff Capability, Staff Code of Conduct
Staff responsible	CEO, Director of Primary Education, Principals
Committee responsible	Board of Directors
Date approved	March 2015
Review date*	March 2017

**Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next academy council meeting*

Pay Appeals Procedure

The Board of Directors has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process.

Stage 2 - Formal

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The person or committee who made the determination will arrange a hearing, within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within 5 working days from receipt of written confirmation of the decision.
- 2.4 Any further appeal will be heard by a panel of 3 governors who were not involved in the original determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.5 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.6 The decision of the panel will be final. There will be no further right of appeal.