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#### homerton early years logo

**Homerton Early Years Centre**

#### Whole Centre Pay Policy 2018/2019

**1 INTRODUCTION**

1.1 **Uplifts to National Pay scales, September 2018**

The minimum and maximum of the pay ranges and allowances for the September 2018 pay award are set out in the STPC Document 2018.

Cambridgeshire County Council’s pay scales for centrally employed teachers have been updated in accordance with the STPC Document 2018. i.e.:

* 3.5% uplift has been made to the minima and maxima of the main pay range and the UQT scale
* 2% uplift has been made to the minima and maxima of the upper pay spine and leading practitioner scale
* 2% uplift will be made to the minima and maxima of all allowances.
* 1.5%uplift will be made to the minima and maxima of the leadership pay range.

(Government Funding has been made available, £508 million pounds to cover the period September 2018-August 2020.)

1.2 Decisions about teachers’ pay progression must be linked to the performance and appraisal policy.

1.3 The Governing Body will operate a Whole School Pay Policy as the ‘relevant body’, as defined in the current STPC Document 2018, and for the pay arrangements agreed for all the support staff which will:

* grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed at the Centre
* take into account pay relativities between posts within the Centre
* ensure that the annual appraisal of all teachers, including part time teachers, unqualified teachers, members of the leadership group, and the annual performance review of the Head of Centre’s salary, is fairly and properly conducted as soon as possible and by 31st October 2018 at the latest; 31st December 2018 for the Headteacher
* Ensure that where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination
* ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
* give recognition to assigned increased responsibility for Teaching and Learning Responsibilities, whether for a permanent post, temporary projects or acting post basis
* ensure that an approved evaluation process is used to determine the appropriate salary range for members of the Centre support staff

comply with the salary safeguarding arrangements in the current STPC Document.

1.4 This policy statement will be available to all the staff of the Centre.

**2. DELEGATION OF DECISION MAKING**

2**.**1 **Head of Centre**

2.1.1 Except where otherwise stated, the Governing Body, having determined the policy as set out below, will delegate the day to day management of the policy to the Head of Centre in consultation with the Chair of Governors. The Head of Centre will report to the Governing Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPC Document and the pay provisions for support staff.

2.1.2 The Head of Centre shall make annual recommendations on the salary of all staff to the appropriate committee of the Governing Body. This will include sufficient information for the Pay Body to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.

2**.**1.3 The Governing Body requires that the Head of Centre in exercising the delegated responsibilities has appropriate regard to the budget approved by the Governing Body and the requirements of employment legislation, particularly:

* [Employment Rights Act 1996](http://www.hmso.gov.uk/acts/acts1996/1996018.htm)
* [Employment Relations Act 1999](http://www.hmso.gov.uk/acts/acts1999/19990026.htm)
* [Employment Act 2002](http://www.opsi.gov.uk/acts/acts2002/20020022.htm)
* [Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000](http://www.dti.gov.uk/er/ptime.htm)
* Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2000
* Agency Worker Regulations 2010
* Equalities Act 2010/2012
* The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992

The Governing Body expects the Head of Centre to seek advice where appropriate from persons engaged by the Governing Body to provide such advice.

2.2 **An appropriate committee structure**

2.2.1 The Governing Body will delegate to a committee of governors, hereafter referred to as the **"Pay Committee"**, decisions arising out of this policy and/or the appraisal policy. The number of governors on the committee shall normally be 5 of which at least 3 governors shall sit in rotation. No member of the review appeals committee, referred to below, will be a member of the Pay Committee. No governor who is employed at the Centre may be a member of the Pay Committee or the review appeals committee.

2.2.2 The Governing Body will delegate to a committee of governors, hereafter referred to as the **‘Review Appeal Committee’**, any appeals by individual members of staff against decisions of the Pay Committee in 2.2.1 arising out of this policy or the appraisal policy. The number of governors on the committee shall normally be 5 of which at least 3 governors shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the Governing Body.

2.2.3 Meetings of the Review Committee and the Review Appeal Committee will be convened by the Clerk to the Pay Body. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and 5 working days’ notice of the date and time of the meeting will be given.

2.3 **Review of recommendations to, or decisions of, the Pay Committee**

2.3.1 Prior to making a recommendation to the Pay Committee regarding the salary outcome following the Performance Management Review, the Head of Centre (or Chair of the Appraisal Review governors in the case of the Head of Centre) will inform the Employee of the recommendation they intend to make to the Pay Committee, and the date the Pay Committee will be considering the recommendation.

2.3.2 If the Employee does not agree with the recommendation to be made, then s/he may provide a written statement to the Clerk of the Governing Body which will be provided to the Pay Committee when they consider the recommendation.

The statement provided by the Employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following:

That the recommendation:

* incorrectly applied any provision of the appropriate salary and/or appraisal policy;
* in the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPC Document 2017;
* failed to take proper account of relevant evidence;
* took account of irrelevant or inaccurate evidence;
* was biased; or
* otherwise unlawfully discriminated against the employee.

The Employee will have a minimum of 5 working days notice between the date they are informed of the recommendation and the date of the meeting of the Pay Committee to provide this written statement. The Clerk of the Governing Body will provide the Head of Centre (or Chair of the Head of Centre’s Appraisal Review governors in the case of the Head of Centre) with a copy of the written statement submitted by the Employee prior to the meeting of the Pay Committee.

2.3.3 The Employee will be notified in writing of the decision made by the Pay Committee and their right to appeal the decision to the Review Appeal Committee.

If the Pay Committee agree with the recommendation of the Head of Centre (or Chair of the Head of Centre’s Appraisal Review governors) the Employee has the right of appeal against the decision under paragraph 2.4 below.

If the Pay Committee disagrees with the recommendation of the Head of Centre (or Chair of the Head of Centre’s Appraisal Review governors) the Employee may, within 5 working days of being informed of the decision, make a request to the Clerk of the Governing Body to attend a meeting with the Pay Committee. The Clerk to the Governing Body will arrange, normally within 20 working days of the receipt of the written notice, giving at least 5 working days notice, a meeting of the Pay Committee.

The employee may be accompanied at that meeting by a workplace colleague or representative of his/her trade union and the Pay Committee may also have an adviser present to advise them. The Pay Committee may also ask the Head of Centre (or Head of Centre’s Appraisal Review governors) to be present and to comment on the reasons for the application for the review. The decision of the Pay Committee will be provided to the employee in writing as soon after the review as possible. The employee will be advised that s/he has the right of appeal against the decision of the Pay Committee to the Review Appeal Committee (paragraph 2.4 below).

2.3.4 The procedure to be followed for the review hearing is attached at Annex A of this policy.

2.4 **Appeals against Salary or Appraisal Decisions**

If the employee decides to appeal against the decision of the Pay Committee as defined in 2.3.3 above then the employee shall, within 5 days of receipt of the determination, notify the Clerk to the Governing Body in writing of the appeal and the reasons for it, which will be for one or more reasons outlined in paragraph 2.3.2 above). The Clerk to the Governing Body will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least 5 working days notice, a meeting of the Review Appeal Committee of the Governing Body. The employee will be entitled to attend. The decision of the Review Appeal Committee delegated to deal with appeals shall be final***.*** Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Governing Body.

2.4.1 The procedure to be followed for the appeal is attached at Annex B of this policy.

2.5 **Threshold Application**

2.5.1 From September 2018 any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers’ range may apply to the Head of Centre *to* be paid on the Upper Pay Range.

An application may only be made once in an Academic year and must be made by the beginning of the Autumn Term. Homerton Early Years Centre will not be bound by pay decisions made by other schools/Centres*.*

A successful applicant will progress to a point\* on the Upper Pay Range determined by the Head of Centre annually from September 1st. *(\* the policy may determine that successful applicants will progress to the minimum of the Upper Pay Range or delegate discretion to the Head of Centre to determine to which point on the Upper Pay Range the successful applicant may progress).*

A successful applicant will have demonstrated through the appraisal process:-

* that as a teacher s/he is highly competent\* in all elements of the relevant standards; and
* that his/her achievements and contributions are substantial\* and sustained\*

(\* See ANNEX C for the Governing Body’s definition of “highly competent” and “substantial and sustained”.)

2.5.2 The Head of Centre shall inform the teacher of the recommendation of the outcome of the threshold application to be made to the Pay Committee as soon as possible after the closing date has passed. Any comment/response from the teacher shall be reported to the Pay Committee. Once the Pay Committee has made its decision the teacher shall be given a salary assessment form indicating his/her salary position following the outcome of the application. The Head of Centre shall provide oral feedback on the relevant criteria indicated, or in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development.

2.5.3 Any decision regarding successful placement on the Upper Pay Range will only apply to posts under the employment of the Governing Body.

2.6 **Reviews and Appeals against appraisal or pay decisions**

2.6.1 An employee may make a formal request for a review of the appraisal or pay decision by the Head of Centre by submitting a request in writing together with reasons for a review for a reason identified in clause 2.3.2 of this policy. The Head of Centre will make arrangements, normally within 10 working dates of the written application for a review, to meet with the employee who may be accompanied by a workplace colleague or representative of his/her trade union. The outcome of the review shall be provided in writing together with notification of the right of appeal.

2.6.2 If the employee decides to exercise his/her right to have the appraisal or pay determination reviewed or to appeal against the determination it shall be in accordance with clause 2.4 of this policy and the reasons for review in 2.3.2 of this policy.

2.7 **The Chair of Governing Body**

2.7.1 The Chair of the Governing Body will be available to the Head of Centre for consultation on those matters of this policy delegated to the Head of Centre. In this instance the Chair of the Governing Body may not be a member of Review or Appeal panels.

2.8 **The Appraisal Review Governors for the Headteacher’s Performance Review**

2.8.1 The Governing Body will delegate 2governors none of whom shall be employees of the Centre, to carry out the appraisal review for the Head of Centre as set out in this policy and the appraisal policy. The delegated governors will be advised by an external adviser appointed by the Governing Body. The agreed performance objectives and indicators/measures will/may be referred for moderation to a meeting of a Moderation Committee.

2.8.2 It is the stated wish of the Governing Body that the delegated governors should be appropriately trained.

**3. EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT**

3.1 **Starting salary of new classroom teacher appointments.**

3.1.1 When advertising a teaching post the Centre will identify the range of salaries the Centre is prepared to pay subject to qualifications and experience. The Centre will not normally agree to match the salary on which the applicant is/was paid in his/her last school without first considering the merits of the application and its relationship to the salary of teachers employed at the Centre.

Where the Head of Centre or selection panel regards a teacher has relevant teaching experience, or non-teaching experience which isdirectly relevant to the post being offered then an appropriate salary will be offered within the advertised range.

3.1.2 The Head of Centre will provide a statement for the appropriate committee of the governors of the reasons for which the salary has been awarded together with the position on the appropriate range in the Centre’s salary structure.

3.2 **Calculation of Part Time Teachers’ salaries**

3.2.1 The Governing Body will ensure that all part time teachers employed by the Centre will have their salaries calculated in accordance with the current STPCD and the “pro rata principle” except where a part time teacher is awarded a TLR3.

3.2.2 The Governing Body will ensure that the total amount of time for which a part time teacher may be directed by the Head of Centre is calculated in accordance with the current STPC Document and the “pro rata principle”.

3.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

3.3 **Recruitment/Retention Incentives**

3.3.1The Governing Body has a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with the STPC Document 2017.

3.3.2 The policy adopted by the Governing Body will be made known to staff and set out as Annex D to this policy.

3.4 **Staffing Structure**

3.4.1 The Head of Centre will annually recommend to the Governing Body a staffing structure for the school that:

* takes account of any financial limits determined by the Governing Body or its delegated committee;
* identifies the posts to which allowances will be allocated for permanent Teaching and Learning Responsibilities (TLR) in accordance with the requirements of the current STPC Document;
* will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Governing Body. A TLR3 paid to a part time teacher will be paid in full without reference to the “pro rata principle”.
* identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPC Document 2017, and the different levels that may be paid within each TLR in the attached staffing structure in accordance with the relevant STPC Document;
* identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post;
* identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
* identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
* identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post.

The staffing structure and pay ranges approved by the Governing Body shall be available in conjunction with this pay policy. Staffing structure is available from the Head and Annex E indicates a link to pay ranges and associated salaries.

3.4.2 In the event that the recommendation contains changes in the staffing structure the recognised trade unions will be informed and consulted before the final salary structure is published.

**3.5 Special Educational Needs**

3.5.1The Governing Body will award an allowance to any teacher who satisfies the requirement of the STPCD.

3.5.2The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

3.6 **Awards for performance progression to teachers paid on the main pay range, the Upper Pay Range or unqualified teachers’ pay range**

*(Pay progression will be linked to assessment of performance only as assessed under the appraisal policy).*

3.6.1At the time of the annual assessment of teachers’ salaries referred to in paragraph 6 of this policy, the Pay Committee will consider written recommendations from the Head of Centre that a teacher be paid a higher salary on the classroom teachers’ main pay range determined by the Centre, or the Upper Pay Range, depending on which range the teacher is currently paid. The Head of Centre will also provide written reasons why any teacher should not progress on either range.

3.6.2Any recommendations for progression to a higher salary made by the Head of Centre shall be in respect of the teacher's performance during the previous year across all aspects of the teacher's professional duties as measured against his/her performance review under the Centre’s Appraisal policy, with particular reference to the achievement of objectives and classroom performance. In the case of teachers beyond the threshold the Head will also have regard to the teacher’s overall contribution to the school.

3.6.3 Before the Head of Centre decides whether or not to make a written recommendation to the Pay Committee, the Governing Body will expect that the Head of Centre will have had due regard the Centre’s criteria for determining whether or not a teacher shall progress as set out in Annex E of this policy together with the salary points on the Main and Upper Pay Ranges adopted by the Centre which shall be made available to all teachers on the main classroom teacher pay range and the Upper Pay Range.

3.6.4 Recommendations for increases in pay will be differentiated such that the amount of any increase is clearly attributable to the performance of the teacher in question.

3.6.5 A teacher on the classroom teachers’ main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range in about five years. The Head may recommend that there will be no progression on the range in a given year where the outcome of the appraisal of the teacher does not warrant progression. A newly qualified teacher who achieves the required standards at the end of his/her induction will normally progress to the second point on the main pay range.

3.6.6 Where a teacher has been absent through long term illness or on maternity leave (or other long term leave) the Head of Centre will ensure that the requirements of the current STPC Document are complied with by ensuring that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to school the Head of Centre will conduct a review at such time following the teacher’s return to school to enable a proper and reasonable assessment to be made and in the event that the Head of Centre’s recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be back dated to the appropriate date on which the award would normally have been paid.

**4. LEADING PRACTIONER POSTS**

4.1 The Governing Body may decide to include a Leading Practitioner post or posts in the staffing structure where it receives a recommendation from the Head of Centre to consider such a post. The Leading Practitioner post must comply with the requirements of the current STPC Document.

4.2 Where a Leading Practitioner is appointed the Governing Body shall select an individual post range on the pay range designated for Leading Practitioners. A newly appointed Leading Practitioner shall be appointed to the minimum of the chosen range.

4.3 The primary purpose of a Leading Practitioner post is for the modelling and leading improvement of teaching skills. In addition the Leading Practitioner will take a leading role in developing, implementing and evaluating policies and practice that will contribute to school improvement. Performance objectives will be set with the Leading Practitioner and performance reviewed against those objectives in accordance with the Centre’s Appraisal policy.

4.4 At the time of the annual assessment of teachers’ salaries referred to in paragraph 6 of this policy, the Pay Committee will consider recommendations from the Head of Centre that any Leading Practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex F of this policy.

**5. THE LEADERSHIP GROUP**

**5.1 Deputy and Assistant Head of Centres**

5.1.1 The Governing Body, following consideration of the relevant criteria set out in the current STPC Document, will determine the individual range for a newly appointed Deputy Head of Centre or Assistant Head of Centre’s salary.

5.1.2 At the time of appointing a new Deputy Head of Centre or Assistant Head of Centre the selection panel of the Governing Body making the new appointment shall determine the salary point on the individual range to be paid. The selection panel shall have regard to advice available from persons engaged by the Governing Body.

**5.2 Awards for performance to Deputy and Assistant Heads**

5.2.1 At the time of the annual assessment of teachers’ salaries referred to in paragraph 6 of this policy, the Pay Committee will consider recommendations from the Head of Centre that any Deputy or Assistant Head of Centre be paid additional points subject to the maximum of the individual range. The Governing Body expects that the objectives which were set for a Deputy or Assistant Head of Centre under the appraisal policy will have become progressively more challenging as the teacher has gained experience in his/her current role.

5.2.2 Where it considers it has substantial difficulties in retaining the services of a current Deputy or Assistant Head of Centre the Governing Body may decide to change the salary range of a Deputy or Assistant Head of Centre in accordance with the STPC Document in order to retain his/her services. Only in exceptional circumstances may the Deputy or Assistant Head of Centre’s range overlap the Head of Centre’s pay range. The Deputy or Assistant Head of Centre’s salary cannot be placed on a new range, except at his/her current point or the minimum point, whichever is the greater, until the September following the determination of a changed range.

**6. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS**

6.1 **Annual assessments**

6.1.1On or before 1st September of each year, or as soon as possible thereafter, the Head of Centre will carry out an annual assessment of salary for each teacher, including Deputy and Assistant Head of Centres, Leading Practitioners and unqualified teachers employed in the school. Each teacher will be informed of salary to be recommended to the Pay Committee for the September of the new academic year including any increased salary, having regard to the annual performance review conducted in accordance with the Centre’s appraisal policy and this policy. Any written comment from the teacher will be presented to the Pay Committee when the recommendation of the Head of Centre is presented.

6. 1.2 When the Pay Committee has considered the recommendations from the Head of Centre for all teachers employed at the Centre and any comment from any individual teacher, its decision will be provided in writing, by 31st October at the latest, to each teacher on the appropriate teacher salary assessment form. The salary assessment form will give information on each relevant aspect of the teacher’s salary on which the Governing Body has discretion under this policy. All salary decisions will have been completed by 31st October at the latest to be backdated to the 1st September.

**7. DETERMINATION OF LEADERSHIP GROUP SALARIES**

Group of the School; Individual Head Teacher Range (HTR) and salary ranges for other members of the leadership group

* + 1. For the purposes of determining the group of the school by which the HTR for the Head of Centre is identified, the Governing Body will re-calculate annually the appropriate unit total of the school.
    2. The Governing Body will assign the school to the appropriate Head Teacher Group (HTG) whenever a new Head of Centre is to be appointed and on such occasions as the Governing Body sees fit. The Head of Centre may make representations to the Pay Committee to consider assigning the school to a new HTG. The school must be assigned to its appropriate group not more than three years after the school was last assigned to a Head teacher group.

7.1.3 If the Governing Body sees fit to change the group of the school having re-calculated the unit total of the school in accordance with the current STPC Document and the school is entitled to be in a HTG, the Governing Body will identify a HTR which will ensure that the minimum of the HTR is not below the minimum of the salary range for the HTG.

7.1.4 When a new Head of Centre is appointed, when the HTG is changed as in 7.1.3 above, the Governing Body, in accordance with the STPC Document, will re-determine an HTR on which the Head of Centre’s salary will be paid, according to the size and circumstances of the school. The HTR of the school shall be a range of consecutive salary points selected by the Governing Body within the HTG range for the school.

7.1.5 The Recruitment Selection Committee, set up to appoint a new Head of Centre, shall determine the salary point on the ISR (Headteacher Range) to be paid. The selection committee will ensure that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Governing Body.

7.1.6 In the event that the Governing Body agrees to the school’s Head of Centre also being made the Headteacher of another school on a permanent basis, the Head of Centre’s salary will determined in accordance with STPC Document 2015 (paragraph 6.6).

7.1.7 Where such a decision is made then the Governing Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.

7.1.8 The salary ranges for a Deputy or Assistant Head of Centre shall be determined with reference to the school's HTR as defined by the STPC Document.

**7.2 Annual Review of Head of Centre’s salary**

7.2.1At the beginning of each academic year, or at any such time as the Governing Body, in consultation with the Head of Centre may decide, the Appraisal Review governors referred to in 2.8 will agree with the Head of Centre, or, in the absence of agreement, set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the school’s development plan.

7.2.2 An external adviser appointed by the Centre will support the Appraisal Review governors in carrying out the annual performance review of the Head of Centre. The performance review and review statement will be conducted in accordance with the Centre’s Appraisal policy.

7.2.3 In the autumn term of each year, (or where determined differently by the Governing Body as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Pay Committee will receive recommendations from the Reviewer governors (having consulted the Chair of Governors, if s/he is not an Appraisal Review governor) about the salary of the Head of Centre. The recommendation shall reflect the Appraisal Review governors’ views based on the outcomes of the annual performance review and the Chair of Governors view of the Head of Centre’s overall performance during the year. Any recommendation for movement up the HTR, on which the Head of Centre is currently paid, will identify the recommended number of progressed points proposed. The Head of Centre will be advised of the proposed recommendation and may make a written response to the recommendation.

**7**.2.4 The recommendation for the Head of Centre will be made in a written statement to the Pay Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September. This will either be at the current point on the HTR or point(s) higher, subject to the maximum of the HTR, or any additional payments as identified in the STPCD. The Pay Committee will consider the recommendation together with any written response from the Head of Centre to the recommendation and make its decision known to the Head of Centre in writing on the salary assessment form by 31st December at the latest, to be backdated to 1st September. The Head of Centre will not be entitled to attend the meeting of the Pay Committee.

7.2.5 If the Head of Centre wishes to seek a review of the decision of the Pay Committee regarding his/her pay, s/he may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Head of Centre will have right of appeal against the decision of the Pay Committee in accordance with the procedure set out in paragraph 2.4 of this policy.

**7.3 Determination of Discretionary payments to Head of Centres**

7.3.1 The Governing Body may decide to pay additional payments to the Head of Centre in accordance with the current STPC Document.

7.3.2 Where a decision is made to increase the Head of Centre’s salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.2.4 above, the total sum of all payments made to the Head of Centre referred to in 7.3.1 will not exceed 25 per cent of the maximum of the HTG, except in exceptional circumstances.

7.3.3 In the event that it is considered there are wholly exceptional circumstances which make it necessary to exercise the provision set out in 7.3.2 above then the Governing Body will take external independent advice in accordance with the current STPC Document before agreeing to such a decision.

**7.4 Acting allowances for an acting Head of Centre, acting Deputy Head of Centre, acting Assistant Head of Centre or a teacher acting up in a TLR post**

7.4.1 In the prolonged absence of the Head of Centre, a Deputy Head of Centre, an Assistant Head of Centre or a TLR post holder, the Governing Body may appoint a teacher to act up during the absence of the post holder. From the date that the Governing Body considers it necessary to make an acting appointment, the Governing Body will pay an allowance equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Governing Body on the HTR for the Head of Centre or the range of salaries for the Deputy or Assistant Head of Centre or the level of TLR in question. The STPC conditions of employment for a Head of Centre, Deputy or Assistant Head of Centre will also apply to any person in receipt of such an acting allowance.

7.4.2 If, during any absence of the Head of Centre, Deputy or Assistant Head of Centre or a TLR post holder, the acting appointment is made and maintained for a period then the Governing Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.1 above. If no allowance is paid the Governing Body may reconsider the position at any time.

**8. ADDITIONAL PAYMENTS FOR TEACHING STAFF**

8.1 In the event that the Head of Centre, following consultation with the teacher(s) affected, (or the Chair of the Governing Body following consultation with the Head of Centre) decides to request teachers (or Head of Centre) to undertake:

* CPD undertaken outside of the school day;
* activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
* out of school hours learning activities,

then payments as below will be made to teachers or Head of Centre (subject to the current STPC Document), agreeing to participate in such activities.

8.2 The daily rate payable to each individual teacher /Head of Centre undertaking such CPD or ITT activities and entitled to such a payment will be determined by the Governing Body . Periods of less than a day will be paid pro rata.

8.3 Where additional responsibilities and activities are undertaken by a teacher resulting from the Head of Centre having responsibility for more than one school, as provided for in paragraph 7.1.7 of this policy, the Pay Committee of the Governing Body will review the teacher’s salary to reflect the additional responsibilities and activities. The decision of the Pay Committee will be reported to the next meeting of the Governing Body.

**9. UNQUALIFIED TEACHERS**

The Governing Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with the current STPC Document.

The point on the Centre’s unqualified teacher range, within the maximum and minimum of the range as set out in the current STPC Document, at which a new appointment will be paid, will be determined by the Head of Centre, in consultation with the Chair of the Governing Body, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.

In addition to the appropriate point on the unqualified teachers’ pay range the Head of Centre, in consultation with the Chair of the Governing Body, may award an additional annual allowance, in accordance with the current STPC Document, to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who s/he believes has additional qualifications and/or experience to warrant such an award.

The Head of Centre will report any award of such an allowance to the Pay Committee of the Governing Body.

The same arrangements for salary progression for teachers will also apply to unqualified teachers.

9.5 The same safeguarding arrangements will apply to an unqualified teacher as to other teachers, i.e. if as a result of changes to the STPC Document, the Centre’s pay policy or staffing structure of the school an unqualified teacher would be paid a lower salary his/her salary will be protected for a period up to 3 years from the date of the change subject to the provisions of the current STPC Document.

**10. SALARIES OF SUPPORT STAFF**

10.1On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme. Advice will be sought from persons engaged by the Governing Body to advise on an approved evaluation process.

10.2 The Head of Centre, in consultation with the Chair of the Governing Body, will determine the appropriate point on the evaluated range having regard to:

i) relevant qualifications and/or competencies; and

ii) recruitment/retention needs of the school in respect of the post

The decision of the Head of Centre will be reported to the Pay Committee.

10.3If at any time the Head of Centre, in consultation with the Chair of the Governing Body, considers that a member of the support staff is being asked to undertake, or has undertaken, increased or decreased responsibilities on a permanent basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Head of Centre and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period in accordance with the Centre’s policy. The new salary level will be reported to the Pay Committee at its next meeting.

10.4 At the time of making the annual assessment of the teachers' salaries the Head of Centre may also make any recommendation to the Pay Committee in respect of the salary of any member of the support staff. Where the Head of Centre considers it appropriate s/he may recommend to the Pay Committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Pay Committee’s decision, or as a 1/12 increase in monthly salary over the next year.

10.5 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff decides to appeal against a decision of the Pay Committee under paragraph 2.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.2.2 above.

**11. SALARY SACRIFICE SCHEME**

11.1 The Governing Body will support and encourage any salary sacrifice scheme as identified in the current STPC Document and made available by the Local Authority, from which teachers or support staff employed in the Centre benefit where there is no additional cost to the Centre’s budget.\*\*

**12. REVIEW OF THE POLICY**

12.1The Governing Body will review this policy annually or on any occasion when it is requested to do so by the Head of Centre.

* 1. The Governing Body will consult with the staff and the recognised trade unions at the time of the annual or any other review of the policy.

*\*\* The Governing Body should be aware that there will be a cost when an employee in receipt of child care vouchers is on maternity leave and is no longer receiving contractual pay.*

#### ANNEX A (This procedure complies with the guidance of the Secretary of State ‘Implementing your school’s approach to pay’)

#### PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION OR A PERFORMANCE MANAGEMENT DECISION BY THE REVIEW COMMITTEE OF THE GOVERNING BODY

**1. Case for the employee**

The employee is entitled to be accompanied by a representative of his/her trade union of a workplace colleague

The employee or representative:

1. presents the employee’s written application for the review.
2. the members of the Pay Committee may ask questions of the employee

**2. The Chair of the Pay Committee:**

1. explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
2. If the Pay Committee has asked the Head of Centre (or a governor as referred to in Note 3 below) to be present at the hearing the Head of Centre (or governor) may be asked questions by the members of the Pay Committee, and the employee or representative.

**3. Summing up and withdrawal**

1. the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.

* all persons other than the members of the Pay Committee and the adviser (See Note 5 below), are then required to withdraw.

**4. Pay Committee decision**

a) The Pay Committee and the person who is advising, if other than the Head of Centre or a governor, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.

* The chair of the Pay Committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

*Notes: 1. For the purposes of the review, the Pay Committee and the employee will have the following documents;-*

1. *the written statement of reasons for the recommendation/decision previously provided to the employee*
2. *the written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*
3. *any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*

*2. For the purposes of the review, the Pay Committee may ask the Head of Centre (or in accordance with note 3 below, a governor) to be present. In that event the Head of Centre (or governor) may also be asked questions by the members of the Pay Committee and by the employee or his/her representative. The Head of Centre (or governor) may not be involved in the decision of the Pay Committee.*

*3. Where the Head of Centre has asked for the review, the Pay Committee may ask the Chair of the Governing Body or a representative of the governors referred to in 2.8.1 above to be present.*

*4. The Pay Committee may have an adviser present.*

*5. The review is not an appeal against the recommendation/decision.*

*6. Where a teacher is seeking a review against a recommendation about the Threshold Application or an appraisal decision of the Head of Centre, the same procedure will be used with the Head of Centre taking the role of the Pay Committee. The Head of Centre may have an adviser present, who may not be an employee of the Governing Body .*

**ANNEX B** **(This procedure complies with the guidance of the Secretary of State ‘Implementing your school’s approach to pay’)**

#### PROCEDURE FOR AN APPEAL AGAINST A SALARY OR PERFORMANCE MANAGEMENT DECISION OF THE REVIEW COMMITTEE TO THE REVIEW APPEAL COMMITTEE OF THE GOVERNING BODY

**The Appeal of the employee**

The employee is entitled to be accompanied by a representative of his/her trade union or a workplace colleague

The employee or representative:

1. introduces the employee’s written reasons for the appeal and the representative of the Pay Committee and then members of the Review Appeal Committee may ask questions of the employee.
2. may call witnesses, each of whom will have provided a written statement of the information s/he wishes to give, and each witness may be asked questions by the representative of the Pay Committee and then by the Review Appeal Committee.

**The response of the Pay Committee**

The representative of the Pay Committee:

a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Pay Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Pay Committee.

1. may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Review Appeal Committee

**3. Summing up and withdrawal**

* the representative of the Pay Committee has the opportunity to sum up if s/he so wishes.
* the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
* all persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

**4. Review Appeal Committee decision**

a) the Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.

b) the Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

*Notes: 1. For the purposes of the appeal, the Review Appeal Committee will have the following documents;-*

* *the written statement of reasons for the Pay Committee decision previously provided to the employee*
* *the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*
* *any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*

*2. For the purposes of the appeal, the Pay Committee representative may call the Head of Centre (or in accordance with note 3 below, a governor) as a witness for the Pay Committee. In that event the Head of Centre (or governor) may be questioned as a witness.*

*3. Where the Head of Centre has asked for the review the representative of the Pay Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.8.1 of the policy above as a witness.*

*4. The Review Appeal Committee may appoint an adviser who may not be an employee of the Governing Body .*

*5. Where a teacher is appealing against a determination of the Threshold Application or an appraisal decision the same procedure will be used with the Head of Centre taking the role of the representative of the Pay Committee. The Review Appeal Committee may have an adviser present who may not be an employee of the Governing Body .*

**ANNEX C**

**ACCESS TO THE TEACHERS’ UPPER PAY RANGE**

From September 2014 any qualified teacher (who has made substantial progress towards the maximum of the main classroom teachers’ scale) may apply to be paid on the Upper Pay Range. An application may only be made once in an Academic year and must be made on or before the beginning of the Autumn Term to the Head of Centre. Homerton Early Years Centre will not be bound by pay decisions made by other schools/Centres.

A successful applicant will have demonstrated:

* That as a teacher s/he is highly competent in all elements of the relevant standards; and
* That his/her achievements and contributions to the Centre are substantial and sustained

For the purpose of this pay policy:

1. ***Highly competent*** means performance which is not only good but is 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 Centre in order to help them meet the relevant standards and develop their teaching practice.
2. ***Substantial***  means of real importance, validity and value to the Centre; 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 and achievement.
3. ***Sustained*** means maintained continuously over a period of 2 years.

The application shall be in the form of the annual appraisal document and two previous appraisal reports which meet the criteria with supplementary evidence to be considered which reflects the applicant’s achievements over a 3 year period.

All applications will be assessed robustly transparently and equitably by the Head of Centre and a decision will be made and communicated in writing within 15 working days.

Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the teacher’s application does not satisfy the assessment criteria.

A successful applicant will progress to the minimum point of the Upper Pay Spine where it is expected that the level of performance assessed will be at least sustained. Further progression on the Upper Pay Spine will be dependent on additional evidence that the application has developed further and taken on further responsibilities across the Centre.

**ANNEX D**

**ALL STAFF:**

**RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS**

This annex identifies the circumstances under which the Centre will pay allowances and/or benefits for the purposes of recruiting and retaining teachers. Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers and support staff where the Centre would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. On expiry of a recruitment allowance it may be replaced by a retention allowance. Decisions on recruitment allowances or retention allowances will be made by the Head of Centre following consultation with the Resources Committee.

Prior to consultation the Head of Centre will set out:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The start and end dates of the allowance
3. The amount of the allowance and its percentage of substantive salary which will not exceed (20 %)

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance. The decision to award a recruitment or retention allowance will be reported to Resources Committee at the next meeting.

**ANNEX E**

**PROGRESSION ON THE MAIN AND UPPPER PAY SCALES FOR QUALIFIED TEACHERS AND THE UNQUALIFIED TEACHERS SCALE**

This annex, referred to in paragraph 3.6 of the Pay Policy sets out the Centre’s policy regarding Progression on the Main and Upper Pay scales and on the unqualified teachers’ scale.

|  |  |  |
| --- | --- | --- |
| Main | Upper | Unqualified |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 |  | 4 |
| 5 |  | 5 |
| 6 |  | 6 |

[www.gov.uk/government/uploads/system/uploads/attachment\_data/file/341951/School\_teachers\_\_pay\_and\_conditions\_2017.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/341951/School_teachers__pay_and_conditions_2017.pdf)

Teachers on the Main, Upper and Unqualified teachers’ pay scales will have their salary reviewed annually in accordance with paragraph 6 of the Pay Policy. To move up the Main pay scale or the unqualified teachers’ pay scale one point at a time teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers Standards and teaching should be at least good as defined by Ofsted.

The following criteria will be taken into account in making a judgment

* Impact on pupil progress
* Outcome of lesson observations (average grade calculated as a number 1-4)
* Appraisal targets and how successfully these have been met
* Competency in all elements of the Teachers Standards
* Contributions to whole Centre development
* Wider outcomes for pupils and colleagues

Taking into account all of the criteria and any external factors, a best fit judgement will be made by the Head of Centre as to a teacher’s overall grade based on Ofsted judgements.

Teachers demonstrating exceptional performance may be awarded progression up to two points on the scale; this will be determined by progress significantly above expected, evidence of a high level of competence in all elements of the Teachers Standards, teaching should be outstanding as defined by Ofsted with evidence of *consistently* outstanding teaching and all performance management targets are met.

Teachers annual appraisal reports will contain pay recommendations from the Head.

Final decisions about whether or not to accept a pay recommendation will be made by the governing body, having regard to the appraisal report and taking into account advice from the Centre leadership team. The Governing Body will consider its approach in the light of the Centre’s budget and where possible will ensure that appropriate funding is allocated for pay progression at all levels.

**ANNEX F**

**TEACHERS: THE APPOINTMENT OF LEADING PRACTITIONERS**

The Centre may decide to appoint Leading Practitioners as indicated in paragraph 4 of the Pay policy and in accordance with the provisions of the current STPCD. Specific job requirements will include:

1. A leadership role in developing implementing and evaluating policies and practices in the Centre that contribute to Centre improvement
2. The improvement of teaching at Homerton Early Years Centre and within local Centres/settings which impact significantly on progress
3. Improving the effectiveness of staff and colleagues through coaching and mentoring

Up to 20% of the Leading Practitioners time will be spent on this aspect of their role (including supporting other Centres/settings. Any costs associated with the provision of this service will be invoiced and be retained by the Centre).

Criteria for progression on the Leading Practitioner scale will be based on evidence that the Leading Practitioner:

1. Has made good progress towards their performance management objectives
2. Is an exemplar of teaching skills which must impact significantly on pupil progress within the Centre.
3. Has made substantial impact on the effectiveness of staff colleagues including any specific elements of practice that have been highlighted as in need of improvement
4. Is highly competent in all elements of the teachers standards
5. Has shown strong leadership in developing implementing and evaluating policies and practices in the workplace which contribute to Centre improvement.

*Highly competent, substantial* and *sustained* are defined in ANNEX C

**ANNEX G**

**SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID**

**ON THE LEADERSHIP GROUP RANGE**

*The Governing Body applied a 1% increase to all points on its Leadership Group Ranges in 2017 in accordance with the STPCD.*

The Pay Committee has decided that the policy for both Head of Centre and Assistant Head will continue previous arrangements for the determination of salary ranges on:

1. a 7 point HTR (ISR) for the Head of Centre

and

1. a 5 point range for the Assistant Head of Centre.

The Governing Body may decide to review the salary arrangements for the Leadership Group at any time.