



CDAT TEACHERS' PAY POLICY

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under it and other policies that it informs will reflect this.

'Blessed are those who act justly, who always do what is right'

Psalm 106:3

1. Introduction

This policy sets out the framework for making decisions on teachers' pay within the Trust. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and the recognised trade unions. In adopting this pay policy, the aim is to:

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

Individual pay decisions at this school are to be approved by the Local Governing Body overseen by the Chester Diocesan Academies Trust (CDAT). Pay awards will be decided by CDAT with consideration of National Recommendations identified in the annual STPCD.

Pay decisions will initially be made by the Headteacher and then considered by the school's pay committee. The Headteacher's salary will be reviewed by a panel of 2 or 3 LGB members (which should include the Chair) as part of the annual Headteacher Performance Management cycle. Advice to this panel will be provided by CDAT's CEO (or their representative).

This policy will be reviewed on an annual basis after consideration of the most recent School Teacher's Pay and Conditions document and consultation with recognised trade unions.

2. Pay Reviews

The Local Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

3. Basic Pay Determination on Appointment

The Local Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body may take into account a range of factors, including:

- *the nature of the post*
- *the level of qualifications,*
- *skills and experience required*
- *market conditions*
- *the wider school context*

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

4.. Pay Progression Based on Performance

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

Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations that they contain. It will be possible for a "no progression" determination to be made without recourse to the capability procedure. In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction procedures and their pay will progress annually as they progress successfully through the ECF.

To be fair and transparent, assessments of performance will be properly rooted in evidence. We will ensure fairness by reviewing:

- The extent to which teachers have met their individual objectives and contributed to the relevant standards
- Impact on pupil progress
- Impact on wider outcomes for pupils
- Improvements on specific elements of practice
- Wider contribution to the work of the school

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Local Governing Body will consider its approach, after taking advice from the Trust, in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

5. Movement to the Upper Pay Range (UPS)

Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such request must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range. Teachers may submit a request to be considered once a year and this should be submitted to the Headteacher before 31st October. A template letter is available for this purpose (Appendix A).

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 upper pay range in that school or schools. A school will not be bound by any pay decision made by another school outside of the Trust.

All applications should include the results of reviews or appraisals including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria).

The Assessment

An application from a qualified teacher will be successful where the Local Governing Body is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

- 'highly competent' means

Performance which is consistently good (and so has a sustained, positive impact on pupils' outcomes) and worthy of being used to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice (as evidenced in the improving progress of pupils in the relevant classes).

- 'substantial' means:

Performance that is of real importance, validity or value to the school, plays a critical role in the life of the school, provides a role model for teaching and learning, makes a distinctive contribution to the raising of pupils standards, takes advantage of appropriate opportunities for professional development and uses the outcomes effectively to improve pupils learning.

- 'sustained' means:

Performance is maintained continuously over a long period and is demonstrated in the two most recent appraisal reviews.

The application will be assessed:

The Headteacher will assess the application robustly, transparently and equitably and will make recommendations to the Local Governing Body. It is the Local Governing Body who will make the final determination. Where appropriate, the Education Officer may be consulted.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

Progression on the upper pay scale will be based on the teacher's performance. The performance appraisal review should demonstrate that they are maintaining the relevant standards and have grown professionally by developing their teaching expertise.

6. Teaching & Learning Responsibility Points

The Local Governing Body pays TLR 1 and TLR 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the most recent version of the STPCD.

The criteria for the award of TLR 1 and TLR 2 payments are as follows:

Before awarding any TLR 1 or TLR 2 payment, the Local Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

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

In addition, before awarding a TLR 1 payment, the Local Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR 1 or TLR 2 payment.

Local Governing Bodies may also choose to make TLR 3 payments provided certain key conditions are met.

Before making any TLR 3 payment, the Local Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

Where the Local Governing Body wishes to make TLR 3 payments, the proposed responsibilities, level of payment (within the most recent STPCD range) and the duration of payment will be set out clearly.

7. Part-Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Local Governing Body will give such teachers a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

8. 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.

9. Pay Increases

As a trust, CDAT's pay structure matches the recommended advisory pay points as laid out in the most recent 'School Teacher's Pay and Conditions Document' (subject to annual review), which can be found here:

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

For details of the following regulations, please also refer to the most recent STPCD document:

1. Safeguarding provisions
2. Acting up allowances
3. Payments for activities undertaken outside of Directed Time
 - Hourly rates to be determined by each school after consideration of the nature of the activities involved
4. Recruitment and Retention benefits
5. Salary Sacrifice schemes.

Details of the salary points used can also be obtained on request from the trust's Director of Finance.

10. Monitoring the Impact Of The Policy

The Local Governing Body and CDAT will monitor the outcomes and impact of this policy on a regular basis annually to consider its effect and the school's continued compliance with equality legislation. Such information will be shared with the recognised trade unions.

11. The Pay Committee

Delegation of Function

The Local Governing Body shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff. The same Pay Committee will normally also serve as the committee overseeing the Headteacher's annual performance management cycle.

Clerking

The meeting of the Pay Committee should not be clerked by a governor, a committee member or the Headteacher.

Membership

The Pay Committee shall consist of at least three named members of the Local Governing Body or Trust nominees, none of whom shall be employees. Normally, one of these will be the Chair of the LGB.

The Headteacher may attend all proceedings of the Pay Committee for the purpose of providing information and advice but must withdraw when their own salary is being discussed.

Quorum

Three governors

Pay Committee - Terms of Reference

- To determine the Pay Policy for the school.
- To advise the Local Governing Body/Finance Committee on current and future pay levels.
- To recommend to the CDAT Board on appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group.
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Appraisal review statement, in accordance with the approved Pay Policy.
- To approve applications to be paid on the Upper Pay Range.
- To recommend to the CDAT Board the annual pay progression for the Headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Appraisal Panel, following the annual review.
- To monitor and report to CDAT Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

12. Local Governing Body & Trust Appeal Process

The arrangements for considering appeals are as follows:

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

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- incorrectly applied any provision of the STPCD;
- incorrectly applied the School's pay policy
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make

representations in person. Following the hearing, the employee should be informed in writing of the decision and the right to appeal.

6. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.
7. For any formal meeting, the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

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

13. Policy Review

This policy was updated and agreed by the CDAT Board in September 2023. In line with recommended best practice, it will be reviewed again in September 2024.

Appendix A

UPPER PAY RANGE APPLICATION

Teacher's Details:

Name _____

Post _____

Eligibility Criteria for progression to the Upper Pay Range:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution are substantial and sustained.

Declaration:

I confirm that at the date of this request for assessment to cross the threshold and progress to the Upper Pay Range I meet the eligibility criteria (above). I submit performance management/appraisal planning and review statements covering the relevant period.

Applicants may also attach any other supporting evidence they feel relevant to their application.

Applicant's signature _____ Date _____