

# PAY POLICY

Adopted and ratified at the Board of Directors meeting on 12 November 2013

THIS DOCUMENT TO BE REVIEWED ON AN ANNUAL BASIS

For: The Giffard Catholic Primary Academy  
SS Mary and John's Catholic Primary Academy  
St Michael's Catholic Primary Academy  
St Teresa's Catholic Primary Academy  
St Edmund's Catholic Academy



Date of Approval: 12/11/13

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**PAY POLICY OF BISHOP CLEARY CATHOLIC MULTI ACADEMY COMPANY (comprising The Giffard Catholic Primary Academy and Nursery, SS Mary and John's Catholic Primary Academy, St Michael's Catholic Primary Academy and Nursery, St Teresa's Catholic Primary AND St Edmund's Catholic Academy) FOR 1 SEPTEMBER 2013 – 31 AUGUST 2014 ADOPTED BY THE BOARD OF DIRECTORS ON 17 SEPTEMBER 2013**

**1.0 INTRODUCTION**

- 1.1** The School Teachers' Pay and Conditions Document (STPCD, blue book) places a statutory duty on schools including Academies to adopt a pay policy which sets out the basis on which they determine teachers' pay, the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals.
- 1.2** Schools must comply within the legal framework set out in the STPCD and in other relevant legislation that affects all employers eg equality legislation, employment protection and data protection.
- 1.3** This policy sets out the framework on which the Board of Directors will make its decisions and the way in which it will exercise its discretionary powers. It has been developed to comply with current legislation and the requirements of the STPCD, is being consulted on with staff and will be with the recognised Professional Associations.
- 1.4** The Board of Directors of Bishop Clearly Catholic Multi Academy Company delegates the implementation of this policy to the Finance and Resources Committee the terms of reference of which are attached at Appendix A

**2.0 PRINCIPLES**

**The Board of Directors' Pay Policy is based on the guiding principles below:**

- **A common Pay Policy, in line with published Staffing Structures across the five Academies**
- **Recognition that national and local agreements on pay and related conditions of service must be followed and that advice from the Principals will be considered**
- **Recognition that the application of the powers regarding pay (and related on-costs) has financial implications which need to be considered carefully given the effect of any changes in the academies' budgets in future years**
- **Salary determination should clearly be fair, justifiable and considered within a whole academy context consistent with the short and long term requirements of the five Academies Development / Improvement Plans**
- **The process of determining remuneration should be open, transparent and fair**
- **Realisation of the importance of ensuring that Teachers have a successful appraisal, meet performance targets and, as a consequence, be awarded an increase in salary where they are entitled to one.**



- **A need to maintain harmonious industrial relations within the five Academies**
- **A commitment to ensuring equality of opportunity for all staff employed by Bishop Cleary Catholic Multi Academy Company irrespective of race, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy & maternity and age.. The Board will adhere to the legal definitions of these protected characteristics as set out by the Equality and Human Rights Commission (EHRC) code of practice**

### **3.0 STATEMENT OF INTENT**

**3.1** The prime statutory duty of Boards of Directors of Academies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "... conduct the school with a view to promoting high standards of educational achievement at the school." The Pay Policy is intended to support that statutory duty and aims to:

- *Maximise the quality of teaching and learning at the Academy*
- *Support the recruitment and retention of a high quality teacher workforce*
- *Enable Bishop Cleary Catholic Multi Academy Company to recognise and reward teachers appropriately for their contribution to the Academy*
- *Ensure that decisions on pay are managed in a fair, just and transparent way*

**3.2** The Board of Directors of Bishop Cleary Catholic Multi Academy Company in exercising its function will adhere to The School Governance Procedures (England) Regulation 2003 and will act with integrity, confidentiality, objectivity and honesty in the best interests of the Academies; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent within the principles of public life: objectivity, openness and accountability.

### **3.3 Equalities Legislation**

The Board of Directors of Bishop Cleary Multi Academy Company is committed to equality for all staff and will ensure procedures for determining pay comply with the following legislation:

Employment Relations Act 1999

Equality Act 2010

Employment Rights Act 1996

The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Agency Workers Regulations 2010

The Board of Directors will promote equality in all aspects of academy life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

When considering performance related pay, particular care needs to be taken in relation to maternity leave and sick leave. Wherever possible the Board of Directors will make adjustments to accommodate such leave. For example, as soon a teacher returns from

maternity or sick leave, it should be a matter of priority to ensure that objectives are set or adjusted. In addition, the academies will be flexible about the evidence period. If a teacher has been in the academy 26 weeks in aggregate of a complete academic year there should be time to ensure that there is a robust evidence base.

Refer to paragraph 15 of this Bishop Cleary Catholic Multi Academy Company Pay Policy in relation to monitoring the impact of this policy.

### **3.4 Job Descriptions**

The Principal of each Academy will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Academy Committee. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the Academy. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

### **3.5 Academy Staffing Structure**

The Academies' Staffing Structure will be published as appendices to this policy. Any subsequent changes to the staffing structure will be subject to consultation. The current staffing structures are set out in Appendices F (i) (ii) (iii) (iv) (v).

### **3.6 Budget**

The Board of Directors of Bishop Cleary Catholic Multi Academy Company will undertake the commitment to ensure that it is in possession of all the necessary budgetary information in a timely manner, in order to support pay progression. If at any stage, it appears that in adopting this principle in the light of the overall budgetary position might potentially lead to an enforced reduction in staffing levels, there will be full consultation as part of that process of deciding the most appropriate course of action.

### **3.7 Annual Inflationary Pay Award**

The Board of Directors of Bishop Cleary Catholic Multi Academy Company will apply the annual inflationary award agreed nationally to all existing pay points and to all values of TLR, SEN and unqualified teacher allowances.

## **4.0 PROCESS FOR DEALING WITH DETERMINATION OF PAY**

### **4.1 Pay Reviews**

4.1.1 The Board of Directors of Bishop Cleary Catholic Multi Academy Company will review every teacher's salary annually with effect from 1 September and issue a written statement no later than 31 October each year or 31 December for Principals' pay following the appropriate appraisal review meeting. The written statement should set out their salary and any other financial benefits as specified in the STPCD. 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.

4.1.2 A written statement to each member of staff 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 Board of Directors will give the required notification as soon as possible and no later than one

month after the date of the determination. Decisions in respect of the Principals' pay will be communicated by the Finance and Resources Committee in writing in accordance with paragraph 3.4 of the STPCD 2013.

## **4.2 Appraisal**

- 4.2.1 The Board of Directors of Bishop Cleary Catholic Multi Academy Company will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see Bishop Cleary Catholic Multi Academy Company Appraisal policy)
- 4.2.2 Although the Academies will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. The Academies will be responsible for the formulation and operation of the Appraisal System.
- 4.2.3 Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. Final decisions about whether or not to accept a pay recommendation will be made by the Board of Directors of Bishop Cleary Catholic Multi Academy Company, having regard to the appraisal report and taking into account advice from the Principals. The Board of Directors of Bishop Cleary Catholic Multi Academy Company will consider its approach in the light of each academy's budget and ensure that appropriate funding is allocated for pay progression at all levels.
- 4.2.4 The Principals will moderate objectives to ensure consistency and fairness; the Principals will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

## **4.3 Obligations of Bishop Cleary Catholic Multi Academy Company, Principals and Teachers**

- 4.3.1 The obligations of Bishop Cleary Catholic Multi Academy Company, Principals and teachers in respect of this Pay Policy and the appraisal process are outlined in Appendix B.

## **5.0 PAY DETERMINATION FOR PRINCIPALS' POSTS**

### **5.1 General Considerations**

- 5.1.1 The Board of Directors of Bishop Cleary Catholic Multi Academy will ensure that the process of determining the remuneration of each Principal is fair and transparent. Details in respect of the determination of the Individual School Range (ISR) and any discretionary payments made to each Principal will be appropriately recorded.

### **5.2 Determination of ISR Pay Range**

- 5.2.1 The Board of Directors of Bishop Cleary Catholic Multi Academy will review the ISR pay range in the following circumstances:
- It proposes to appoint a new Principal
  - It becomes necessary to change the Principal group

- It sets a Vice or Assistant Principal pay range which overlaps with the ISR

*NB: In the event it is necessary to redetermine the ISR, the relevant body will not take account of the salary of the serving Principal*

### 5.3 Pay on appointment

For appointments on or after 1 September 2013, Bishop Cleary Catholic Multi Academy Company will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the Principal (Part 9) and in accordance with paragraphs 11 and 6.2 (e) and paragraphs 11 to 26 of the section 3 guidance within the STPCD 2013.

- The Finance and Resources Committee will review the Academies' Principal group and will determine each Principal's **seven** point Individual School Range (ISR) in accordance with paragraphs 7, 8 and 10 (ordinary school / academy)
- The Finance and Resources Committee will have regard to the provisions of paragraph 11.2.2 of STPCD 2013 and will also take account of any other permanent payments, made to staff within the academies to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability
- The Finance and Resources Committee will exercise its discretion under paragraph 6.2(e) of STPCD 2013 and pay on any of the **bottom four points** on the ISR, in order to secure the appointment of its preferred candidate
- The Finance and Resources Committee will consider exercising its discretion to award a discretionary payment under 11.5(b) of STPCD 2013 where the Board of Directors of Bishop Cleary Catholic Multi Academy Company consider the academies would have difficulty recruiting to the vacant Principal's post
- The Finance and Resources Committee will consider the need to award any further discretionary payments to a Principal in line with paragraphs 11.4.1 to 11.6.2 of STPCD 2013.
- The Finance and Resources Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 11.6.2 of STPCD 2013. However, before agreeing to do so, it will seek the agreement of Board of Directors of Bishop Cleary Catholic Multi Academy Company which in turn will seek external independent advice before providing such agreement.

### 5.4 Serving Principals

5.4.1 The Board of Directors of Bishop Cleary Catholic Multi Academy Company will determine the salary of a serving Principal in accordance with paragraph 6 of the STPCD 2013.

- The Finance and Resources Committee will review the Principals' pay in accordance with paragraph 6.2(b) of the STPCD 2013 and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the Principals' most recent appraisal report

- The Finance and Resources Committee may determine to change any or all of each Principal's seven point ISR within the group range for each Academy as at 1 September or at any time if they consider it is necessary (paragraph 12 of section 3 guidance of STPCD).
- If the Finance and Resources Committee makes a determination to change the ISR of one or more Academies, it will determine the Principal's ISR within the group range for the Academy, in accordance with paragraph 11 and paragraphs 13 of the section 3 guidance of STPCD
- The Finance and Resources Committee will consider the use of discretionary payments, as per the provisions of paragraphs 11.4.1 to 11.6.2 of STPCD 2013
- The Finance and Resources Committee will consider using its discretion, in wholly exceptional circumstances to exceed the 25% limit on discretionary payments, as set out in paragraph 11.6.2 of STPCD 2013. However, before agreeing to do so, it will seek the agreement of Board of Directors of Bishop Cleary Catholic Multi Academy Company which in turn will seek external independent advice before providing such agreement to the Principals.

## 6.0 VICE/ASSISTANT PRINCIPALS

### 6.1 Pay Range for New Vice/Assistant Principals

The Board of Directors of Bishop Cleary Catholic Multi Academy Company will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- The Finance and Resources Committee will determine a five point pay range in accordance with paragraph 12 of the STPCD 2013, taking account of the role of the vice/assistant Principal set out at paragraph 55 of the STPCD 2013.
- The Finance and Resources Committee will record its reasons for the determination of the vice/assistant Principal's pay range, in accordance with paragraph 29 of the Section 3 guidance of the STPCD 2013.
- The Finance and Resources Committee will exercise its discretion under paragraph 12.3 of the STPCD 2013, and pay any of the **bottom three points** on vice/assistant Principal's pay range, in order to secure the appointment of its preferred candidate
- The Finance and Resources Committee will exercise its discretion under paragraph 47 of the STPCD 2013 where there are recruitment issues

### 6.2 Serving Vice/Assistant Principals

The Board of Directors of Bishop Cleary Catholic Multi Academy Company will determine the salary of a serving vice/assistant Principal as follows:

- The Finance and Resources Committee will review pay in accordance with paragraphs 12.1 and 12.2 of STPCD 2013 and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the vice/assistant Principal's most recent appraisal report

## 7.0 CLASSROOM TEACHERS



## **7.1 Pay determinations for existing mainscale teachers from 1 September 2013**

To determine salary progression for September 2013 the Board of Directors of Bishop Cleary Catholic Multi Academy Company will continue to follow the provisions of the **STPCD 2012** and exercise its discretion in accordance with the School/Academy Pay Policy for the period 1 September 2012 – 31 August 2013.

Once salary determinations for the September 2013 pay award has been made paragraphs 8.2 below will come into effect.

## **7.2 Pay determination on appointment**

7.2.1 The Board of Directors of Bishop Cleary Catholic Multi Academy Company 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 Board of Directors of Bishop Cleary Catholic Multi Academy Company may take into account a range of factors, including:

- The nature and requirements of the post
- The specialist knowledge, skills and qualifications required for the post
- The experience required to undertake the specific duties of the post
- The wider Academy context

7.2.2. When determining the starting pay for a classroom teacher on the Main Pay Range, the Board of Directors of Bishop Cleary Catholic Multi Academy Company will take into account the previous point the teacher was paid on the Main Pay Range and may also consider awarding additional pay scale points as specified in Appendix C.

In the circumstances where a classroom teacher is taking up their first appointment as a qualified teacher, the Board of Directors of Bishop Cleary Catholic Multi Academy Company may also consider awarding scale points in accordance with Appendix C.

## **7.3 Pay determinations for existing main pay range teachers effective 1 September 2014**

The Finance and Resources Committee will use reference points. Therefore the pay scale for teachers on the Main Pay Range in this school is:

Minimum point	£21,804
Reference point 1	£23,528
Reference point 2	£25,420
Reference point 3	£27,376
Reference point 4	£29,533
Maximum point	£31,868

## **7.4 Pay progression on main pay range**

7.4.1 To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards and have met the requirements of Bishop Cleary Catholic Multi Academy Company Appraisal Policy. Teaching should be 'good', as defined by Ofsted.

*If the evidence shows that a teacher has exceptional performance, the Governing Body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of two points. Teaching should be 'outstanding', as defined by Ofsted*

- 7.4.2 To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence we will use in Bishop Cleary Catholic Multi Academy Company in the academic year 2013 / 2014 will include:

Evidence from teaching:-

- lesson observations
- work scrutiny

In St Edmund's Catholic Academy evidence of learner progress **from their individual starting points**:-

- data collections and reviews / reports
- external examination / SATs results
- RAISE on-line / PANDA

In Bishop Cleary Catholic Primary Academies, evidence should show that:

In EYFS; it is expected that at least 75% of the cohort will make progress across the band from which they entered (baseline assessment) i.e.

If a child enters within the 30 to 50 month development band at the developing stage, expected progress would be movement by the end of the year to 30 – 50m secure.

If a child enters within the secure band, expected progress would be movement to the next band : developing. 40-60m secure pupils would be expected to convert to at least 2 points on the ELGs. This would be seen as at least the Prime Learning Goals, plus literacy and numeracy (GLD measures). \*

In years 1 to 6: 75% of pupils in the cohort / group make at least expected progress from their starting point across the year i.e. 4APS from starting point to the end of the year\*

\*Cohort specific factors may be taken into account to revise this target where necessary: e.g. where increased mobility / SEND factors may require the target to be reviewed.

Evidence of good leadership (for all those who have moved beyond main scale or hold a TLR responsibility)

Evidence of continuing professional development

The Finance and Resources Committee will be advised by the Principal in making all such decisions. Any increase (ie no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The Finance and Resources Committee will be able to justify its decisions.

## **8.0 PROGRESSION TO THE UPPER PAY RANGE**

### **8.1 Pay determination for existing mainscale teachers from 1 September 2013**

- 8.1.1 To determine salary progression for September 2013 the Board of Directors of Bishop Cleary Catholic Multi Academy Company will continue to follow the provisions of **STPCD 2012** and the guidance outlined in the School/Academy Pay Policy.



## **8.2 Round 13 applications**

- 8.2.1 If a teacher reached M6 on 1 September 2012 and applies before the 31 October 2013, under Round 13, their application will be assessed using the STPCD 2012 (paragraph 20), ie against the Teachers' Standards and the post-threshold standards, having regard to the most recent appraisal reviews.

## **8.3 Applications to be paid on Upper Pay Range (UPR)**

- 8.3.1 From 1 September 2013, any qualified teacher can apply to be paid on the Upper Pay Range at least once a year in accordance with this Bishop Cleary Catholic Multi Academy Company Pay Policy. It is the teacher's decision whether or not to submit an UPR application.

If a teacher is simultaneously employed at another school(s) / Academy (Academies), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). Bishop Cleary Catholic Multi Academy Company will not be bound by any pay decision made by another school / Academy.

All applications should include the results of appraisals under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 2 year period before the date of application, from this school and other schools, in support of their application.

### **8.3.2 Process and procedures**

One application may be submitted annually. The closing date for applications is normally 30 May each year; however, exceptions will be made in particular circumstances, eg those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete Bishop Cleary Catholic Multi Academy Company's application form;
- Submit the application form and supporting evidence to the Principal by the cut-off date of *30 September 2013*
- The teacher will receive notification of the name of his / her assessor of their application within 5 working days;
- The assessor will assess the application, which will include a recommendation to the Finance and Resources Committee of the Board of Directors;
- The application, evidence and recommendation will be passed to the Principal for moderation purposes, if the Principal is not the assessor;
- The Finance and Resources Committee will make the final decision, advised by the relevant Principal;
- Teachers will receive written notification of the outcome of their application by 31 December 2013. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).

- If requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the UPR on 1 September of the following year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix E of this Bishop Cleary Catholic Multi Academy Company Pay Policy.

### 8.3.3 Assessment

The teacher will be required to meet the criteria set out in the STPCD, namely that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the academy are substantial and sustained.

In Bishop Cleary Catholic Multi Academy Company, this means:

#### **“highly competent”:**

the teacher's performance is assessed as having extensive depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

*(performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice).*

#### **“substantial”:**

the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

*(of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning)*

#### **“sustained”:**

the teacher must have had two consecutive successful appraisal reports in each academy and have made good progress towards their objectives during this period (see exceptions as outlined in paragraph 9.3.1.). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence is contained within Bishop Cleary Catholic Multi Academy Company Appraisal Policy.

## 8.4 PAY DETERMINATION FOR EXISTING UPPER PAY RANGE TEACHERS

### 8.4.1 Pay determination from 1 September 2013

To determine salary progression for September 2013 the Board of Directors of Bishop Cleary Catholic Multi Academy Company will continue to follow the provisions of the

**STPCD 2012.** Therefore in accordance with paragraphs 19.5 and 19.6 of the **STPCD 2012** the Finance and Resources Committee will determine that one point be awarded to a teacher on the upper pay spine whose achievements and contribution to the school, throughout the relevant period have been substantial and sustained (paragraphs 19.5.1 and paragraphs 57 to 59 of the section 3 guidance, the **STPCD 2012**.

In reaching its decision, the Finance and Resources Committee shall have regard to the results of the teacher's two most recent appraisal reports, including any pay recommendation, when exercising its discretion in accordance with the provisions of paragraph 19.5.1 of the **STPCD 2012**.

## **8.5 PAY DETERMINATION FROM 1 SEPTEMBER 2014**

8.5.1 The Finance and Resources Committee will use reference points. Therefore the payscale for teachers on the upper pay range in the school is:

Minimum point £34,523 (UPS 1)  
Mid point £35,802 (UPS 2)  
Maximum point £37,124 (UPS 3)

8.5.2 The Finance and Resources Committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- paragraph 21 of the STPCD 2013;
- the evidence base, which should show that the teacher has had a successful appraisal and has met or made significant progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 17.2, of the STPCD 2013 in that:
  - a. the teacher is highly competent in all elements of the relevant standards; and
  - b. that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in paragraph 9.3.3.

8.5.3 Pay progression on the upper pay range will be clearly attributable to the performance of the individual teacher. The Finance and Resources Committee will be advised by the Principal in making all such decisions and have evidenced two successful and consecutive appraisal reviews. The Finance and Resources Committee will be able to objectively justify its decisions.

8.5.4 Where it is clear that the evidence shows the teacher has made good progress, ie they continue to maintain the criteria set out in paragraph 9.3.3. "The Assessment", and have met or made significant progress towards their objectives, the teacher will move to the mid point on the Upper Pay Range; or if already on the mid-point, will move to the maximum point of the Upper Pay Range.

## **9. LEADING PRACTITIONER POSTS**

### **9.1 Establishment of Posts**

The Board of Directors of Bishop Cleary Catholic Multi Academy Company has the discretion to create posts for qualified teachers whose primary purpose is the modelling and leading improvement of teaching skills.

The Board of Directors has determined that 2 posts are to be included in the St Edmund's Academy Staffing Structure but not in the other Academy structures: the usual recruitment and selection procedures will apply. The Board of Directors will need to be satisfied that the successful candidate can demonstrate excellence in teaching and will be able to contribute / has contributed to leading the improvement of teaching skills.

## **9.2 The role of Leading Practitioner posts**

The Board of Directors will take account of paragraph 56 of the STPCD 2013 when determining the role of leading practitioner in this Academy. Additional duties will be set out in the job description of the leading practitioner and will include:

- a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to Academy improvement;
- the improvement of teaching skills within the Academy [and within the wider Academy community] which impact significantly on pupil progress;
- improving the effectiveness of staff and colleagues, particularly in relation to specific areas such as independent learning

## **9.3 Pay on Appointment**

The Finance and Resources Committee will use the following range for Leading Practitioner posts in St Edmund's Catholic Academy as follows:

Minimum point	£40,472
Reference point 1	£41,756
Reference point 2	£42,803
Reference point 3	£43,956
Maximum point	£44,970

The Board of Directors will determine a pay range in accordance with paragraph 18 of the STPCD 2013; and paragraphs 44 to 47 of the section 3 guidance within the STPCD 2013.

## **9.4 Pay determinations with effect from 1 September 2014**

The Principal will agree appraisal objectives for the Leading Practitioner.

The Finance and Resources Committee shall have regard to the results of the Leading Practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraph 21 of the STPCD 2013.

## **9.5 The Finance and Resources Committee will take account of other evidence. The evidence should show the leading practitioner:**

- has met or made significant progress towards their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;



- has made a substantial\* impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
  - is highly competent\* in all aspects of the Teachers' Standards;
  - has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.
- \* "Highly competent", "substantial" are defined in paragraph 8.3.3 "The Assessment"

**9.6** The Finance and Resources Committee will be advised by the Principal in making all such decisions and will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The Finance and Resources Committee will be able to objectively justify its decision.

**9.7** *Where it is clear from the evidence that the teacher's performance is exceptional, the Finance and Resources Committee will award enhanced pay progression of two points.* Information on sources of evidence is contained within Bishop Cleary Catholic MAC Appraisal policy.

## **10.0 UNQUALIFIED TEACHERS**

**10.1 Pay Determinations for Existing Unqualified Teachers from 1 September 2013**  
To determine salary progression for September 2013 the Board of Directors will continue to follow the provisions of the STPCD 2012 and exercise its discretion in accordance with Bishop Cleary Catholic Multi Academy Company Pay Policy for the period 1 September 2012 – 31 August 2013.

Once salary determination for the September 2013 has been made paragraphs 11.2 – 11.4 below will come into effect.

## **10.2 Pay on appointment**

The Finance and Resources Committee will pay any unqualified teacher in accordance with the provisions of the STPCD 2013. The Finance and Resources Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Finance and Resources Committee will consider whether it wishes to pay an additional allowance outlined in Appendix C of the Pay Policy.

## **10.3 Pay determinations effective from 1 September 2014**

The Finance and Resources Committee will use reference points. Therefore the payscale for teachers on the Unqualified Teachers pay range in the Academy is:

Minimum point	£15,976
Reference point 1	£17,834
Reference point 2	£19,692
Reference point 3	£21,550
Reference point 4	£23,409
Maximum point	£25,267

## **10.4 Pay Progression on the Unqualified Teachers Range**

10.4.1 In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have met or made significant progress towards their objectives.

10.4.2 *If the evidence shows that a teacher has exceptional performance, Bishop Cleary Catholic MAC Board of Directors will award enhanced pay progression of two points*

10.4.3 Judgements will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the Academy
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within Bishop Cleary Catholic MAC Appraisal policy.

## **11.0 DISCRETIONARY ALLOWANCES**

### **11.1 Teaching and Learning Responsibility Payments (TLRs) – TLR1 and TLR2**

11.1.1 TLRs are awarded to holders of the posts indicated in the School Staffing Structure as attached at appendix F.

11.1.2 The Finance and Resources Committee may award a TLR to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is accountable.

11.1.3 Pay Determination of TLR1 or TLR2 payment

The Finance and Resources Committee has determined the value of TLRs in this school as follows:

- a. The annual value of a TLR1 is £9,012
- b. The annual value of a TLR2 is £2,816 - £6,195
- c. If the Finance and Resources Committee awards TLRs of different annual values to two or more teachers the minimum difference in the annual value between each award of a TLR1 is £1500, and between each award of a TLR2 is £1500.

11.1.4 Criteria for awarding TLR1 or TLR2 payment

Before awarding any TLR1 or TLR2 payment, the Finance and Resources Committee 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 TLR1 payment, the Finance and Resources Committee must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR1 or TLR2 is awarded.

#### 11.1.5 TLR3 Payments

The Finance and Resources Committee may award a fixed term TLR3 payment to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be £1500. TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

The Finance and Resources Committee must be satisfied that the responsibilities meet a. b. and d. of the criteria in paragraph 11.1.4

The Board of Directors will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. TLR3s are not subject to safeguarding.

### 11.2 Special Needs Allowance

11.2.1 The Finance and Resources Committee will award an SEN spot value allowance on a range of between £2001 and £3954 to any classroom teacher of the following criteria:

- a. in any SEN post that requires a mandatory SEN qualification;
- b. who teaches pupils in one or more designated special classes or units in a Bishop Cleary Catholic Multi Academy Company academy; or
- c. in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post;
  - i involves a substantial element of working directly with children with special educational needs
  - ii requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
  - iii has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the academy or unit within the school or, in the case of an unattached teacher, the unit or service

11.2.2. When deciding on the amount of the allowance to be paid, the Board of Directors will take into account the structure of the academies' SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 27.3 of the STPCD 2013). The Board of Directors will also establish differential values in relation to SEN roles in the



academy in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Board of Directors will take account of paragraphs 38 to 43 of section 3 guidance within the STPCD 2013.

### **11.3 Allowance Payable to Unqualified Teachers**

11.3.1 The Finance and Resources Committee may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers in the context of its staffing structure and pay policy that the teacher has:

- a. taken a sustained additional responsibility which is:
  - i. focused on teaching and learning and
  - ii. requires the exercise of a teacher's professional skills or judgement or
- b. qualifications or experience which bring added value to the role being undertaken

### **11.4 Safeguarding of Allowances**

If, as a result of a change in pay policy or to the Academies' staffing structure the relevant body determines eg a teacher's duties will no longer attract a TLR1 or TLR2, SEN payments, unqualified teachers' allowance, safeguarding principles will apply as outlined in STPCD 2013.

### **11.5 Acting Allowances**

Where a teacher is assigned and carries out the duties of Principal, Vice Principal or Assistant Principal in accordance with paragraph 30 of the STPCD, the Finance and Resources Committee will, within a four week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance.

The remuneration for a teacher who carries out the duties of Principal, Vice Principal, or Assistant Principal, for a period of four weeks or more, must not be lower than the minimum of the respective ranges applicable to these posts. The Finance and Resources Committee will determine the appropriate payment which will be backdated to the commencement date of the duties.

### **12.0 PART-TIME EMPLOYEES**

The Board of Directors will apply the provisions of the STPCD 2013 in relation to part-time teachers' pay and working time, in accordance with paragraph 43 and 58, and in section 3 guidance paragraphs 57-66 and 83-91 of STPCD.

### **13.0 TEACHERS EMPLOYED ON A SHORT NOTICE BASIS**

Such teachers will be paid in accordance with paragraph 44 of the STPCD 2013.

### **14.0 RESIDENTIAL DUTIES**

The Finance and Resources Committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

### **15.0 ADDITIONAL PAYMENTS**

15.1.1 In accordance with paragraph 46 of the STPCD 2013 and paragraphs 67-77 of the section 3 guidance, the relevant body may make payments as they see fit to a teacher, including a Principal in respect of:

- continuing professional development undertaken outside the Academy day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the Academy;
- participation in out-of-school hours learning activity agreed between the teacher and the Principal or, in the case of the Principal, between the Principal and the Board of Directors;
- 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.

15.1.2 The Finance and Resources Committee will make additional payments to teachers in accordance with the provisions of paragraph 46 of the STPCD 2013 where advised by the Principal

Payment will be calculated on a daily basis at 1/195<sup>th</sup> of the teacher's actual salary.

## **16.0 RECRUITMENT AND RETENTION INCENTIVE BENEFITS**

16.1.1 The Board of Directors can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive paragraph 47 of the STPCD 2013 and paragraphs 78-81 of the section 3 guidance.

16.1.2 The Finance and Resources Committee will consider exercising its powers under paragraph 47 of the STPCD 2013 where they consider it appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit and the review date after which they maybe withdrawn

16.1.3 The Board of Directors will, nevertheless, conduct an annual formal review of all such awards

16.1.4 In relation to a Principal, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the Board of Directors choose to use the 'wholly exceptional circumstances' discretion. The Board of Directors will not award a recruitment or retention payment under paragraph 47 if they have already made an award under paragraph 11.5(c) or have taken such reason (recruitment or retention) into account when determining the ISR under an earlier STPCD (paragraph 11.4.1 of the STPCD 2013)

## **17.0 SALARY SACRIFICE ARRANGEMENTS**

Where the employer operates a "salary sacrifice arrangement," a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, as outlined in the provisions of paragraph 49 of the STPCD 2013.

## **18.0 HONARARIA**

The Board of Directors will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

**There is no provision within the STPCD for the payment of honoraria. Any such award to a teacher for their teaching work would be unlawful.**

## **19.0 PAY APPEAL ARRANGEMENTS**

The arrangements for considering appeals on pay determination are set out in Appendix E.

## **20.0 REVIEW OF PAY POLICY**

Principals and the Board of Directors of Bishop Cleary Catholic Multi Academy Company will consult staff and unions on their Pay Policy. The Pay Policy should comply with the current STPCD and its statutory guidance. It should be used in conjunction with them, but if there are any inadvertent contradictions, then the STPCD and guidance take precedence. The pay policy should be reviewed each year or when changes occur to the STPCD to ensure it reflects the latest legal position.

**Under the Freedom of Information Act 2000, relevant bodies should publish their pay policies through their Publication Schemes and those pay policies must be available on demand.**

## **21.0 MONITORING THE IMPACT OF THE POLICY**

The Board of Directors of Bishop Cleary Catholic Multi Academy Company will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the academies' continued compliance with equalities legislation.

# Appendix A

## Finance and Resources Committee – Terms of Reference

The terms of reference for the Pay Committee will be determined from time to time by the Board of Directors. The role of the relevant body is each year to:

- Agree the pay policy, after consultation has taken place with staff and their union representatives in the academies and amendments considered in the light of comments received.
- Inform staff of the policy adopted.
- Establish procedures for determining appeals by teachers against pay decisions and related matters (e.g. performance, threshold assessment).
- To recommend to the Board of Directors the annual budget needed for pay, bearing in mind the need to ensure availability of monies to support any exercise of discretion. The Finance and Resources Committee may recommend that the Board of Directors make application for any additional funding available to support this process.
- Consider recommendations from the relevant Principal about pay awards on the basis of the policy and budget.
- Appoint directors / academy committee representatives to determine the pay of each Principal.
- Ensure that awards are made without unlawful discrimination.
- Monitor the overall distribution of awards and the impact of the pay policy.

The Board of Directors may ask each Principal to:

- Formulate the draft Pay Policy for consultation with staff and unions in the academy/service and consideration by the Board of Directors.
- With the help of other senior staff as appropriate, review performance information for teachers and make recommendations to the pay committee regarding performance related pay awards.
- Monitor the impact of the arrangements for pay determinations on teachers and teaching at the academy, and report to the Board of Directors. In doing so, the Principals will need to take account of the requirements of the appraisal policy.

Where the Board of Directors is the relevant body, it may delegate pay decisions to a committee. Regulations<sup>1</sup> require that a Principal must withdraw from any discussions on his or her pay and may not vote on it. Other employees must withdraw from any meeting during consideration of the pay or performance appraisal of any other employee, and may not vote on related matters. The Regulations do not prevent the Board of Directors from hearing representations from the interested party. For example, a Principal could present his or her views in a note, make a presentation, so long as he or she withdraws during the decision-making process.

**No payments and conditions of employment other than those provided in the Document may be applied.**

# Appendix B

## Obligations of the Board of Directors, Principals and Teachers

### 1.0 The Board of Directors will fulfil its obligations to:

Teachers: as set out in the STPCD (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').

- 1.1 The Board of Directors will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.
- 1.2 The Board of Directors will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Processes and Procedures') and the academy's spending plan.
- 1.3 The Board of Directors will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the academy's continued compliance with equalities legislation.

### 2.0 Principal Obligations

#### 2.1 The Principal will:

- Develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- Submit any updated appraisal and pay policies to the Board of Directors for approval;
- Ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- Submit pay recommendations to the Board of Directors and ensure the Board of Directors has sufficient information upon which to make pay decisions;
- Ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

### 3.0 Teachers Obligations

#### 3.1 A teacher will:

- Engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- Keep records of their objectives and review them throughout the appraisal process;
- Share any evidence they consider relevant with their appraiser;

# Appendix C

## Pay determination on appointment

### Classroom Teacher:

When placing a classroom teacher on to the Main Pay Range, the Board of Directors may consider the option of awarding pay scale points in the following circumstances:

- One point on the main scale for each year of service as a qualified teacher in an school, City Technology College, a City College for the Technology of the Arts or independent school.

- One point on the main scale for each period of two years of service as a qualified teacher in an overseas school outside the European Economic Area for Switzerland in the maintained sector of the country concerned.
- One point on the main scale for each period of two years of service teaching in further education, including Sixth Form Colleges
- One point on the main scale for each period of two years of service teaching in higher education.

The Board of Directors will consider awarding on a case-by-case basis:

- One point on the scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

# Appendix D

## Withdrawal from Board of Directors Meetings

*The School Governance (Procedures) (England) Regulations 2003 provide regulations on this in the Schedule relating to regulation 14 as follows:*

Restrictions on persons taking part in proceedings of the governing body or its committees

### 1. Pecuniary interests

- (1) Subject to sub-paragraphs (5) and (6), if a relevant person (as defined by regulation 14) has any pecuniary interest, direct or indirect, in a contract, proposed contract or other matter and is present at a meeting of the academy at which the contract or other matter is the subject of consideration, he shall at the meeting, and as soon as practicable after its commencement, disclose that fact and withdraw from the meeting during the consideration or discussion of the contract or matter and he shall not vote on any question with respect to the contract or matter.
- (2) Subject to this paragraph a relevant person may enter into a contract with the Board of Directors from which he is entitled to profit.
- (3) A person shall be treated as having an indirect pecuniary interest in a contract, proposed contract or other matter if -
  - (a) he is himself a person with whom the contract was made or has a direct pecuniary interest in the matter under consideration;
  - (b) he was nominated or appointed to office by a person with whom the contract was made or is proposed to be made or who has a direct pecuniary interest in the matter under consideration; or
  - (c) he is a partner of a person, or he was nominated or appointed to office by a person with whom the contract was made or is proposed to be made or who has a direct pecuniary interest in the matter under consideration;provided that a person shall not by virtue of this sub-paragraph be treated as having such an interest by reason only of his nomination or appointment by, his membership of, or his employment by, any public body; or by reason of his membership of a corporation or other body if he has no financial interest in any securities of that corporation or other body.
- (4) For the purposes of this paragraph, a person shall be treated as having a direct or indirect pecuniary interest in a contract, proposed contract or other matter if a relative (including his spouse or some one living with that person as if he or she were that person's spouse), to his knowledge has, or would be treated as having, such an interest.
- (5) For the purposes of this paragraph, a relevant person who is paid to work at the academy shall not be treated as having a direct or indirect pecuniary interest in a contract, proposed contract or other matter by reason only of having an interest in the contract or other matter that is no greater than the interest of the generality of those paid to work at the school.
- (6) Members of the Board of Directors shall not, by reason of their pecuniary interest in the matter, be prevented from considering and voting upon proposals for the governing body to take out insurance protecting members against liabilities incurred by them arising out of their office and the Board of



Directors shall not, by reason of the pecuniary interest of its members, be prevented from obtaining such insurance and paying the premiums.

**2. Pay or appraisal of persons working at Bishop Cleary Catholic Multi Academy Company**

- (1) This sub-paragraph applies where a relevant person who is paid to work at an academy other than as Principal is present at a meeting of the academy at which a subject of consideration is the pay or performance appraisal of any particular person employed to work at the academy.
- (2) This sub-paragraph applies where a Principal of an academy is present at a meeting of the academy at which a subject of consideration is his own pay or performance appraisal.
- (3) In any case where sub-paragraph (1) or (2) applies, the person first mentioned in that sub-paragraph shall withdraw during the consideration or discussion of the matter in question and shall not vote on any question with respect to that matter.

**EXPLANATORY NOTE**

*(This note is not part of the Regulations)*

Regulation 14 and the Schedule deal with conflicts of interest and the circumstances in which governors and others who are otherwise entitled to attend meetings of the governing body or its committees must withdraw and not vote. The general principle is that where there is a conflict between the interests of such a person and the interests of the Board of Directors, or where the principles of natural justice require a fair hearing and there is any reasonable doubt about that person's ability to act impartially, he should withdraw from the meeting and not vote.

# Appendix E

## Pay Appeal Arrangements

### The Process of Appeal - Part One

The arrangements for considering appeals are as follows:

A teacher or member of the support staff may seek a review of any determination in relation to his pay or any other decision taken by the Board of Directors (or by the Finance and Resources Committee or individual acting with delegated authority) that affects his/her pay.

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 is made:

- a. Incorrectly applied any provision of the School Teachers' Pay and Conditions Document;
- b. Failed to have proper regard for statutory guidance;
- c. Failed to take proper account of relevant evidence;
- d. Took account of irrelevant or inaccurate evidence;
- e. was biased; or
- f. Otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

- i. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- ii. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Principal within ten working days of the decision.
- iii. Where this is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
- iv. The employee should set down in writing the grounds for questioning the pay decision and send it to the Committee which 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.
- v. The committee which made the determination should provide a hearing within ten working days of receipt of the written appeal to consider the appeal and give the employee an opportunity to make representation in person. Following the hearing the employee should be informed in writing of the hearing's decision and the right to appeal.
- vi. Any appeal should be heard by a panel of three Directors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. For any formal hearing or appeal the employee is entitled to be accompanied by a friend/colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases. 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.
- vii. The procedures for hearing of appeals against salary determinations are set down in Part Two of this Appendix.

# **Appendix E**

## **Pay Appeal Arrangements**

### **The Appeal Committee - Part Two**

#### **Proceedings for appeal committee hearings**

##### **1. Preliminary Matters**

- 1.1 Any Member of the Appeal Panel who has been involved in the previous stages of the procedure shall not participate in the proceedings.
- 1.2 The meeting shall take place in private session and all parties shall be reminded that proceedings are confidential.
- 1.3 The Teacher may be accompanied/ represented by a friend who may be a Trade Union representative.
- 1.4 It should be established whether the services of an interpreter are required.
- 1.5 Facilities shall be provided for each side to meet separately.
- 1.6 The function of the Appeal Panel is to either uphold the appeal from the teacher or to uphold the original decision.

##### **2. Outline of the Procedure to be followed**

- 2.1 The Clerk to the Panel shall confirm that the Panel is correctly constituted and that the preliminary matters in paragraph 1 above have been carried out.
- 2.2 The parties to the matter, with their representatives, if any, should be invited into the meeting.

##### **3. Opening Remarks by Chair of the Panel**

- 3.1 Introducing those present at the appeal
- 3.2 Advising that an adjournment may be requested at any time during the appeal.
- 3.3 Outlining the reason(s) for calling the hearing.

##### **4. The Procedure**

- 4.1 The Teacher or his/her representative presents his/her case, outlining the complaint.
- 4.2 The Principal may ask the Teacher questions.
- 4.3 The Appeal Committee may ask the Teacher questions.
- 4.4 The Principal will outline the academy's response.
- 4.5 The Teacher and/or his/her representative may ask the Principal questions.
- 4.6 The Appeal Committee may ask the Principal questions.
- 4.7 The Principal will sum up.
- 4.8 The Teacher and/or his/her representative will sum up.

- 4.9 Both parties will leave the room whilst the panel determine the facts. They may seek the advice of any attending officer on questions of law and procedures only. If the panel decides to recall either side to clarify points, then both parties will be invited to return for that clarification.
- 4.10 The Panel shall reach a decision and inform all parties.
- 4.11 Both parties to be advised that the committee's decision will be communicated in writing to them within 5 working days of the hearing unless it is a complex matter requiring some investigation. In this case agreement will be sought from the member of staff about appropriate time-scales.
- 4.12 Where an appeal is rejected, the decision should also communicate to the Teacher in writing the evidence considered and the reasons for the decision.
- 4.13 Pay appeals decisions are final and binding on both parties and may not be reopened under grievance procedures. Grievance procedures cannot be used for appeals against pay decisions.

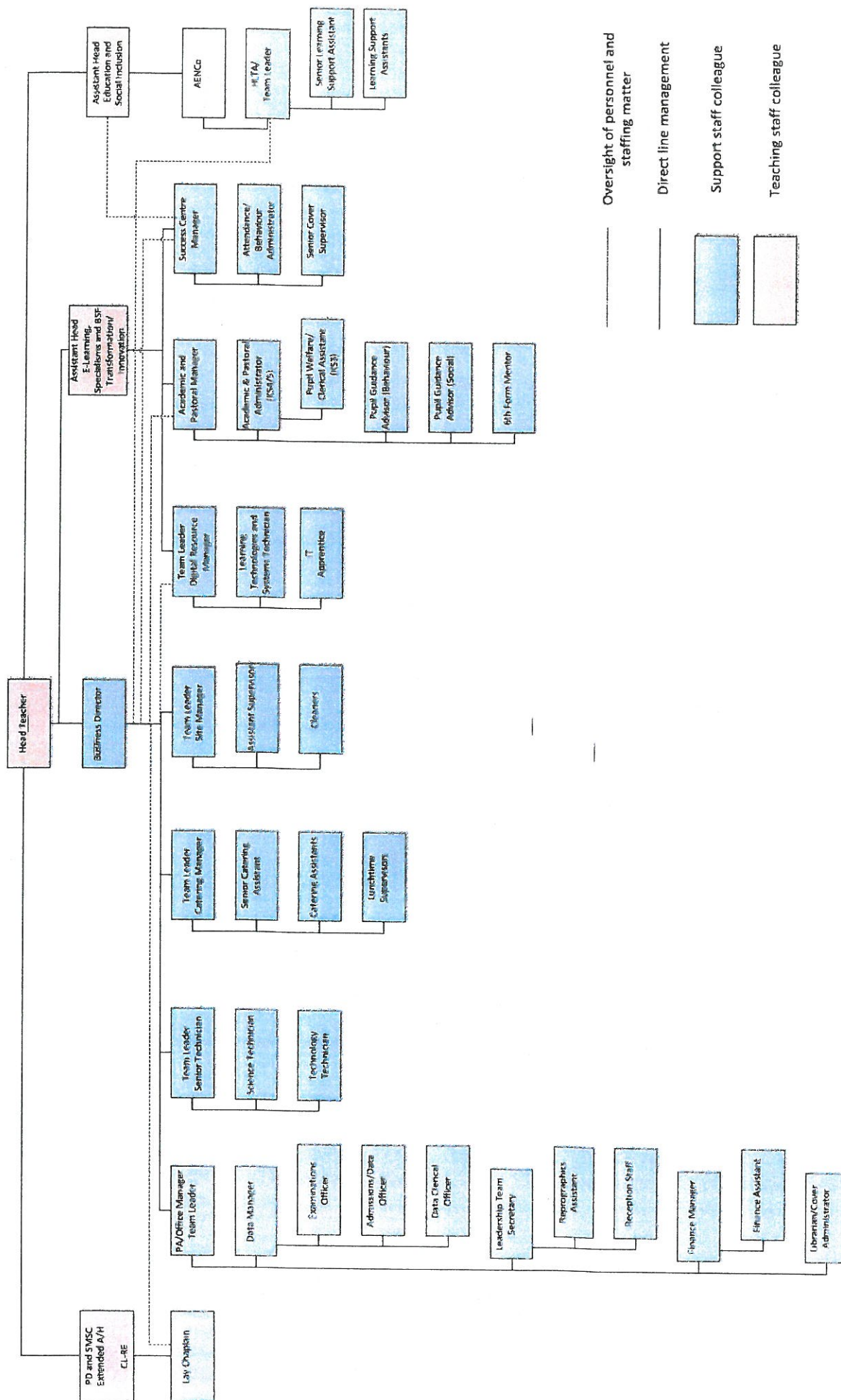
Each committee is required to provide a confidential minute of the record of the decision and of any recommendations of the meeting to the next meeting of the full governing body. This record should refer to "the parties" rather than the named individuals.

## Teaching Staff Structure



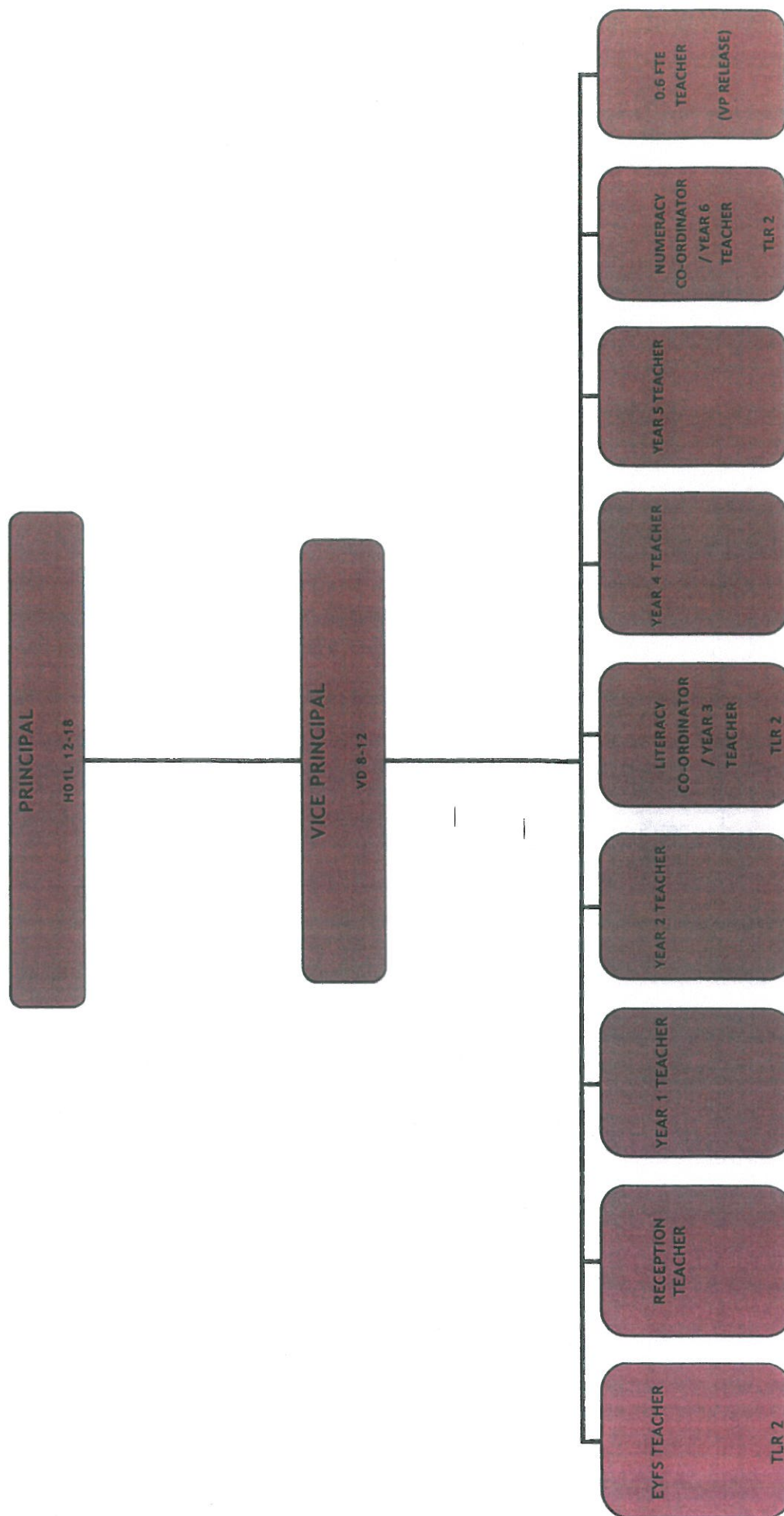


# Support Staff Structure



# THE GIFFARD CATHOLIC PRIMARY ACADEMY AND NURSERY

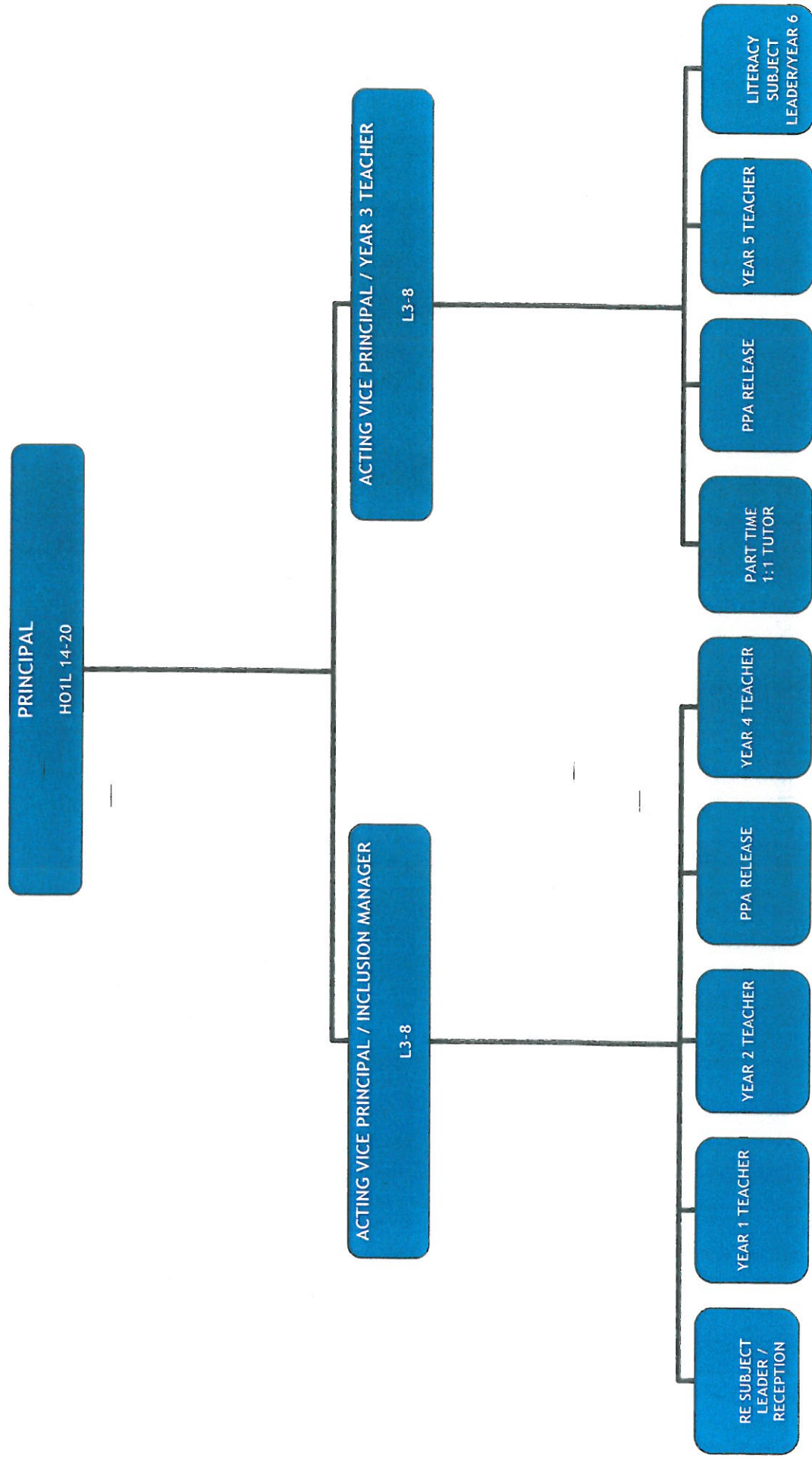
## TEACHING-STAFF STRUCTURE





## SS. MARY AND JOHN'S CATHOLIC PRIMARY ACADEMY

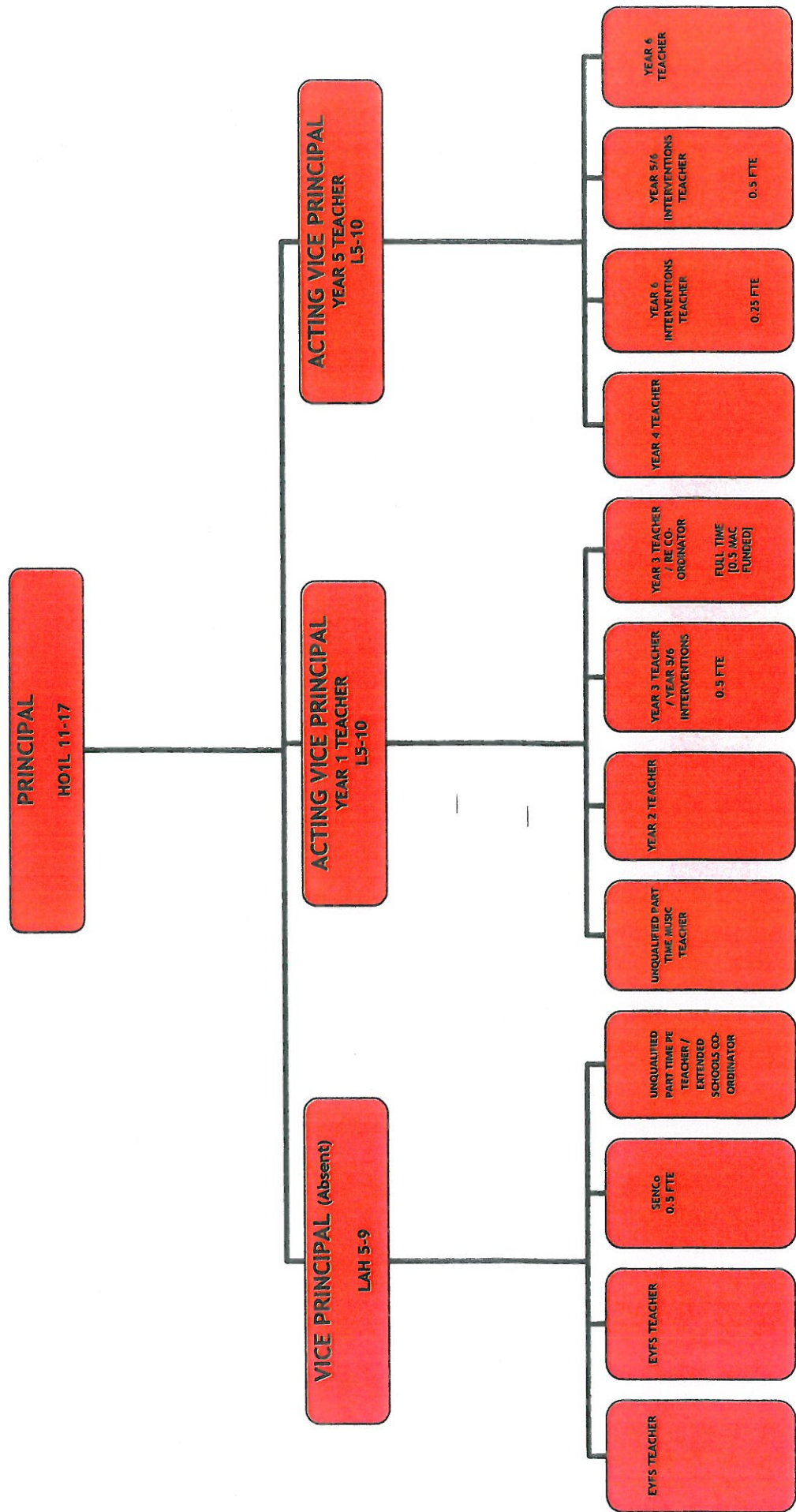
## TEACHING STAFF STRUCTURE



07/10/2013

# ST MICHAEL'S CATHOLIC PRIMARY ACADEMY AND NURSERY

## TEACHING-STAFF STRUCTURE



# ST TERESA'S CATHOLIC PRIMARY ACADEMY

## TEACHING STAFF STRUCTURE

