



Pay Policy

Introduction:

"The School Teachers' Pay and Conditions Document ("The Document") requires schools and local authorities to have 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. Schools and local authorities must stay within the legal framework set out in the Document and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection). All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability.

The 2013 Document makes a number of changes to how teachers' pay will be determined from September 2013. This model policy has been developed to help head teachers and Governing Bodies to revise their pay policies to reflect these changes. It is non-statutory and is provided as an optional resource for schools and others to draw on as they wish. It recommends a structure for schools to follow and covers the key areas of pay discretion that schools need to consider. It includes text which Governing Bodies could adopt for their own pay policies – but schools are free to use their own text if they choose. It covers pay arrangements for teachers who are being paid on the unqualified, main and upper pay ranges and the pay range for leading practitioners. It is written from the perspective of a school but could be adapted for use by local authorities.

One of the main changes in the 2013 Document is that all pay progression from September 2014 should be linked to performance. It is suggested that schools and local authorities consider their pay policy alongside their appraisal policy and cross-refer where that is helpful. Both pay and appraisal policies should make clear the school's compliance with equalities legislation.

This model policy does **not** include any sections covering:

- i) those who are on the leadership scale
- ii) safeguarding arrangements
- iii) allowances and additional payments
- iv) arrangements for handling grievances or appeals

Existing pay policies should already contain such sections, to which these new sections could be added. For instance, they should already set out the procedures that apply when any teacher seeks a review of any decision made by the head teacher or Governing Body that affects their pay. Hearings and appeals against pay decisions must meet the dispute resolution requirements of employment law, in accordance with Part 4 of the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended). In basic terms, these provide that employers and employees must follow the ACAS Code of Practice No. 1 – "Disciplinary and Grievance Procedures". "

Queen's Park Academy Policy for Determining Teachers' Pay

The Directors of Tregonwell Multi-Academy Trust approved this policy on
Queen's Park Academy Local Governing Body adopted this policy on

INTRODUCTION:

This policy sets out the framework for making decisions on teachers' pay. 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/or the recognised trade unions. This policy should be read in conjunction with the Raising Attainment Plan, Appraising Teachers Performance & Dealing with Capability Policy and the Teachers standards.

SCOPE:

This policy applies to all teachers employed within the Academy.

AIMS:

In adopting this pay policy the aim is to:

- maximise the quality of teaching and learning at the Academy;
- support the recruitment and retention of a high quality teacher workforce;
- enable the Academy to recognise and reward teachers appropriately for their contribution to the Academy;
- help to ensure that decisions on pay are managed in a fair, just and transparent way;
- ensure the Academy meets its statutory obligations under the STPCD, any local and national agreements that may apply and to take account of advice and guidance issued from time to time by the DfE;
- ensure the Academy manages its salaries and staffing costs within overall budget limits;
- provide a mechanism for dealing with appeals against pay decisions.

Pay decisions at this Academy are made by Tregonwell Academy Local Governing Body Pay & Personnel Committee challenged, advised and supported by the Chief Executive Officer.

EQUALITY STATEMENT:

This policy will be applied equally and fairly regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation or part time/fixed term working in line with Equality Act 2010.

JOB DESCRIPTIONS:

The Principal will provide each employee with a job description in accordance with the staffing structure approved by the Local Governing Body. The job description will identify

key areas of responsibility, duties of the post, the post grade, eg MPS/UPS and, where appropriate, management responsibility for staff.

The Local Governing Body may determine that the staffing structure should be changed to meet the needs of the school more effectively. Where such changes require amendments/modifications to individual job descriptions, this will be consulted on with the employees concerned and their representatives. Every effort will be made to secure the agreement of the employees concerned before changes are implemented.

PAY REVIEWS:

Queen's Park Academy Local Governing Body (challenged, advised and supported by the Chief Executive Officer to ensure professionally advised targets are set and in line with the Trust's high expectations and targets) will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year.

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, Queen's Park Academy Local Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

BASIC PAY DETERMINATION ON APPOINTMENT :

Queen's Park Academy Local Governing Body and the Chief Executive Officer 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, Queen's Park Academy Local 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 Trust context.

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

PAY PROGRESSION BASED ON PERFORMANCE:

The changes in the 2013 Document mean that September 2013 will be the last time when teachers on the main scale receive annual increments and the pay decisions made in September 2014 will need to be linked to assessments of performance.

In this Academy 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 Academy's Appraisal Policy.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this Academy we will ensure fairness and transparency by:

- ensuring objectives and assessments are consistent;
- Trust moderation panel will moderate objectives annually

The evidence we will use will include tracking pupil progress, lesson observations and teacher standards including UPS teacher standards.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by Queen's Park Academy Local Governing Body, having regard to the appraisal report and taking into account challenge, support and advice from the Chief Executive Officer to ensure professionally advised targets are set and in line with the Trust's high expectations and targets. Queen's Park Academy Local Governing Body will consider its approach in the light of the Academy's budget and ensure that appropriate funding is allocated for pay progression at all levels.

In this Academy, judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to:

- impact on pupil progress;
- impact on wider outcomes for pupils;
- improvements in specific elements of practice such as behaviour management or lesson planning;
- Impact on effectiveness of teachers or other staff;
- Wider contribution to the work of the Academy.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria. Teachers will be eligible for a pay increase of one point on the relevant pay scale if they meet all their objectives, are assessed as fully meeting the relevant standards and **all teaching is assessed as at least good over time with some teaching being assessed as outstanding.**

Teachers may be eligible for two points on the relevant pay scale if they exceed all their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding.

The Academy will be relating salary increases on the main pay range in line with the reference salaries indicated in the STPCD.

Main scale Teachers 2012 (subject to pay award)

1	£21,588
2	£23,295
3	£25,168
4	£27,104
5	£29,240
6	£31,552

MOVEMENT TO THE UPPER PAY RANGE:

Applications and Evidence:

Any qualified teacher may apply to be paid on the upper pay range and **any such application must be assessed in line with this policy**. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range. Applications may be made at least once a year. The deadline for receipt of application is the beginning of the last week of the Summer term.

If a teacher is simultaneously employed at another school(s) outside the Trust, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school/Academy or schools/Academies. This Academy will not be bound by any pay decision made by another school or Academy.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria.

Applications should contain evidence from appraisal reviews for the previous two years. Applications should be made in writing to the Principal completing the Upper Pay Range Application form – see appendix A.

Post-Threshold Teachers 2012 (subject to pay award)

1	£34,181
2	£35,447
3	£36,756

The Assessment:

An application from a qualified teacher will be successful where Queen's Park Academy Local Governing Body and Chief Executive Officer are satisfied that:

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

For the purposes of this pay policy:

- 'highly competent' means 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 the real importance, validity or value to the Academy; play a critical role in the life of the Academy; 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
- 'substantial' means of real importance, validity or value to the Academy, play a critical role in the life of the Academy; 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
- 'sustained' means maintained continuously over a long period e.g. 2 academic school years.

The application will be assessed by the Principal of the Academy who will make recommendations to Queen's Park Academy Local Governing Body for a final determination.

Processes and procedures:

The assessment will be made by the Principal supported and challenged, advised and supported by the Chief Executive Officer no later than 31st October. Applicants will be notified within one week of this date.

If successful, applicants will move to the upper pay range with effect from 1st September. Where it is agreed a teacher should start further up the range consideration will be given to the following to ensure a fair and consistent approach:

- the nature of the post and the responsibilities it entails;
- the level of qualifications, skills and experience of the teacher.

If unsuccessful, feedback will be provided by the Principal no later than one week following 31st October, 2013. The Principal will outline how the decision was made based on the evidence produced.

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

PART-TIME TEACHERS:

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

SHORT NOTICE/SUPPLY TEACHERS:

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

PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT:

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

THE LEADERSHIP GROUP

Principal Pay:

Queen's Park Academy Local Governing Body may take account of:

- Any difficulties there may be in recruiting and retaining a Principal.
- Whether there has been significant change in the responsibilities of a serving Principal.
- The appropriate positioning of the pay range of any Vice Principal in the Academy.
The Pay & Personnel Committee will record its reason for the determination in accordance with the School Teachers' Pay and Conditions Document.

Pay Review for Serving Principals:

The Chief Executive Officer with two appointed Governors on an annual basis will review the Principal's pay progression in accordance with the principles established by the Academy's Appraising Teacher Performance & Dealing with Capability Issues Policy and the STCPD.

The Chief Executive Officer and Governor Reviewers will agree performance objectives for the Principal. If the Reviewers and Principal are unable to agree objectives the Chief Executive Officer and Governor Reviewers will record and set objectives.

A review will take place early in the Autumn term. **Objectives will be agreed by 31st October at the latest.** A mid-cycle review will be arranged between the Principal and Governor Reviewers.

Performance objectives will be set in consultation and co-operation with the Principal and will relate to school leadership and management and pupil progress.

Consideration should be given to the individual professional development of the Principal and satisfactory work life balance.

The Chief Executive Officer the Governor Reviewers will review the performance of the Principal against previously set performance objectives. No progress can be made without this performance review.

The Chief Executive Officer and Governor Reviewers will consider whether there has been sustained high quality performance by the Principal taking into account the agreed performance objectives.

The Principal may present other evidence of their performance at the planning meeting.

The outcome of the performance review and pay recommendation will be confirmed within the planning and review statement. The Chief Executive Officer and Governor Reviewers may recommend that the Principal progress by up to two points at each annual review.

The Chief Executive Officer and Governor Reviewers will pass the agreed planning and review statement to the Pay & Personnel Committee, which will take decisions about pay.

Queen's Park Academy Local Governing Body will not quality assure the Principal's planning and review statement.

Vice Principal Pay:

The Trust will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- The Trust will determine a Vice Principal pay range of four consecutive points based on the leadership spine.
- The Pay & Personnel Committee will have regard to the provisions of the pay and conditions document and will also take account of any other permanent payments made to staff within the Academy to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- The Pay & Personnel Committee will record its reasons for the determination of the Vice Principal pay range.

Pay Review for Serving Vice Principal:

Progression up the scale will be made on the basis that the Vice Principal has demonstrated sustained high quality performance.

Performance objectives will be set in consultation and co-operation with the Vice Principal in accordance with the Academy's Appraising Teacher Performance & Dealing with Capability Issues Policy.

The Principal or delegated line manager will review the performance of the Vice Principal against the set performance objectives taking into account the assessment of performance and where appropriate pay progression criteria. The Pay & Personnel Committee may consider the award of up to two additional points where there has been sustained high quality performance in respect of school leadership and management and pupil progress by the Vice Principal taking into account the performance objectives set.

The Vice Principal will receive a written statement confirming his/her annual salary.

Lead Practitioner's Pay:

The Trust will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment, appropriate to the specific post, from within the pay range for leading practitioners (£37,461-£56,950 as at September 2012).

When determining the range the Trust will take into account the challenge and demands of an individual post and consider internal pay differentials. If more than one post is created the salary range will be determined separately for each post and need not be the same. The criteria for the appointment to Leading Practitioner posts will include that specified in the STPCD.

Performance objectives will be set in consultation and co-operation with the Leading Practitioner in accordance with the Academy's Appraising Teacher Performance & Dealing with Capability Issues Policy.

The Principal or delegated line manager will review the performance of the Lead Practitioner against the set performance objectives taking into account the assessment of performance and where appropriate pay progression criteria.

The Lead Practitioner will receive a written statement confirming his/her annual salary.

ACTING ALLOWANCES:

Acting allowances are payable to teachers who are assigned and carrying out the duties of Principal or Vice Principal and to classroom teachers who temporarily undertake additional management duties. The Pay & Personnel 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. In the event of a planned and prolonged absence an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carried out the duties of Principal or Vice Principal for a period of four weeks or more will be paid at an appropriate point of the Principal's or Vice Principal's range, as determined by the Pay & Personnel Committee. Classroom teachers carrying out management duties will be paid on appropriate TLR rate as determined by the Principal. Payment will be backdated to the commencement of the duties.

Teachers will be informed at the commencement of the acting up period what additional salary payments will be made.

DISCRETIONARY ALLOWANCES AND PAYMENTS:

TEACHING AND LEARNING REWARDS:

Queen's Park Academy Local Governing Body will agree on a structure of TLR payments in the Academy taking into account the management and deployment of staff, the effective use of resources and the allocation of duties and responsibilities to staff.

TLR payments will only be made in circumstances where a teacher is accountable for a significant specific responsibility based on teaching and learning that is not required of other classroom teachers.

The structure for the Academy and the value of TLR's awarded is attached as Appendix B.

The Queen's Park Academy Local Governing Body will award temporary TLR payments in specific circumstances to secure continuity of teaching and learning e.g. to cover maternity leave, secondments, sickness absence or vacancies pending appointment.

SPECIAL NEEDS PAYMENTS:

The School Teachers Pay and Conditions Document specifies that Special Education Needs allowance payments are paid to classroom teachers:-

- (a) in any SEN post that requires a mandatory SEN qualification;
- (b) in a special school;
- (c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- (d) 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 school or unit within the school or, in the case of an unattached teacher, the unit or service.

The SEN payment is a spot salary subject to a minimum and maximum payment range, as at 1 September 2012 these are £2001 and £3954 respectively.

Queen's Park Academy Local Governing Body have determined that, where payable, SEN1 will be £2001 and SEN 2 will be £ 3954

RECRUITMENT AND RETENTION ALLOWANCES:

Aims:

The aim of this policy is to recruit, retain and motivate teachers of the highest quality to secure the successful delivery of the curriculum and to support the Academy's Raising Attainment Plan (RAP).

Queen's Park Academy Local Governing Body will pay recruitment allowances to newly appointed teachers for a maximum of three years. Recruitment awards will only be extended beyond the maximum three year period in exceptional circumstances.

Payments may be made in the following circumstances:

- Where the payment of a recruitment allowance will secure the appointment of a suitably qualified candidate.
- Where the post is in a shortage subject.
- Where previous attempts to recruit have been unsuccessful.

Queen’s Park Academy Local Governing Body will pay retention allowances to existing teachers for a maximum of three years. Retention awards will only be extended beyond the maximum of three year period in exceptional circumstances .

The Governors may consider the payment of one off lump sum payment taking into account the circumstances of the individual case. Support for travel costs, care of dependents for example.

Queen’s Park Academy Governing Body will review the level of payment annually taking into account the percentage cost of living pay award for teachers.

Awards will be subject to annual review.

Queen’s Park Academy Local Governing Body is mindful of the potential implications for equality in applying such discretionary awards but will periodically review the decision in the light of recruitment difficulties and after consideration of equal opportunities issues.

UNQUALIFIED TEACHERS/INSTRUCTORS:

Tregonwell Academy Local Governing Body recognises that there are some specific posts where the appointment of an unqualified teacher may be appropriate. Where this is the case any appointments will be in accordance with STPCD.

Tregonwell Academy Local Governing Body will pay any unqualified teacher in accordance with the STPCD and will determine where they are placed within the unqualified teacher’s pay range.

The annual pay review for teachers on the pay range for unqualified teachers will be conducted by the Pay & Personnel Committee based on recommendations from the appointed reviewer.

The new salary will be paid with effect from 1st September of each year and the unqualified teacher will be notified in writing of the salary to be paid.

PAY SCALE:

Unqualified Teachers 2012 (subject to pay award)

1	£15,817
2	£17,657
3	£19,497
4	£21,336
5	£23,177
6	£25,016

SAFEGUARDING ARRANGEMENTS:

There are a number of circumstances, such as school re-organisations, restructures and changes to the STPCD which can result in teachers who would otherwise have had a reduction in their salary being awarded a safeguarded sum.

Queen's Park Academy Local Governing Body will be responsible for keeping a note of the reason for rewarding, and value of, the safeguarded sum or sums.

Safeguarded sums will be reduced or cease in accordance with the provisions of the appropriate criteria as set out in the STCPD.

For teachers taking up appointment on or after 1st January 2013 where Queen's Park Academy Local Governing Body makes a determination regarding pay which results in safeguarding under the STPCD, the safeguarding ends on the third anniversary of the appropriate one of three set dates.

Determinations made between

1 September and 31 December	1 January
1 January and 31 March	1 April
1 April and 31 August	1 September

For teachers in receipt of a safeguarded sum, which exceeds £500, Queen's Park Academy Local Governing Body will review the teachers' assigned duties and allocate appropriate additional duties commensurate with the safeguarded sum. If the teacher unreasonably refuses to carry out the additional duties payment of the safeguarded sum will cease. At least one month's notice will be given in advance of the cessation.

APPEALS PROCEDURES:

PAY APPEALS PROCEDURE FOR TEACHERS

A teacher may appeal against any decision in relation to his/her pay, or any other decision taken by Queen's Park Academy Local Governing Body that affects his/her pay. An appeal should be notified in writing by the individual within ten working days of receiving written notification. Pay appeal hearings should be conducted with reasonable notice and normally within twenty working days of receipt of a written appeal notification having been received.

The grounds for appeal are that the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the 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:

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 he/she continues to be dissatisfied, he/she may implement a formal appeal process, as follows:
 - 3.1 The teacher should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the Pay & Personnel 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 in 2, above.
 - 3.2 The committee or person who made the determination should provide a meeting within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person or through their recognised union representative. Following the meeting, the employee should be informed in writing of the hearing's decision and the right to appeal.
 - 3.3 Any appeal should be heard by a panel of one to three governors who were not involved in the original determination normally within twenty working days of the receipt of the written appeal notification and give the appellant the opportunity to make representations in person, or through their recognised union representative or to be accompanied by a work colleague.
 - 3.4 Pay appeals decisions are final and binding on both parties and may not be reopened under grievance procedures. Appeal decisions do not affect employees' statutory employment rights.
 - 3.5 The Appeals Committee may seek advice from their personnel provider or HR.
 - 3.6 The decision of the appeal panel will be given in writing within 5 working days. Where the appeal is rejected this will include a note of the evidence considered and the reasons for the decision.
 - 3.7 The decision is final and there is no recourse to the staff grievance procedure. Appeal decisions do not affect employees' statutory employment rights.

SUPPORT STAFF

Pay Scales:

The pay scales adopted by the Local Governing Body for support staff employed in this Academy are the NJC scales. The Local Governing Body has determined the grade and

salary range for all support staff posts using the agreed job evaluation scheme adopted by the school.

Starting Salaries:

The Local Governing Body will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the governors may also consider appointing above the minimum of the grade where previous experience and/or qualifications or previous salary justify so doing, within the overall grade of the post.

Incremental Progression:

Support staff may, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post.

Subject to the above, incremental progression will take place on 1 April each year except where a member of staff starts after 1 October in the previous year in which case incremental progression will occur at the start of the month following completion of 6 months' service and then 1 April in subsequent years.

Acting Up Allowances:

Where a member of staff covers the full range of duties of a higher graded post the Governors will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the Local Governing Body may wish to recognise this additional work through the award of an additional increment within the pay band.

Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the Principal may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff. No overtime will be paid if it has not been sanctioned by the Principal.

Other Additional Payments:

The Local Governing Body will consider other additional payments for support staff in accordance with the arrangements set out earlier in the document for teaching staff, where these are relevant and appropriate for support staff. The Local Governing Body may consider the award of an honorarium to a member of support staff in exceptional circumstances.

Pay Appeals Procedure:

A member of staff may seek a review of any determination in relation to their pay or any decision taken by the Pay Committee or any individual acting on behalf of the Pay Committee on the following grounds:

- Incorrectly applied any provision of the School Teacher Pay and Conditions Document
- Failed to have proper regard for statutory guidance
- Failed to have proper account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Was biased
- Otherwise unlawfully discriminated against the teacher

MONITORING THE IMPACT OF THE POLICY:

Queen's Park Academy Local Governing Body challenged, advised and supported by the Chief Executive Officer to ensure professionally advised targets are set and in line with the Trust's high expectations and targets will monitor the outcomes and impact of this policy on a regular basis biennially, including trends in progression across specific groups of teachers to assess its effect and the Academy's continued compliance with equalities legislation.

HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS



APPENDIX A

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name:

Post:

Appraisal Details:

Years covered by planning/review statements:

Schools covered by planning/review statements:

Declaration:

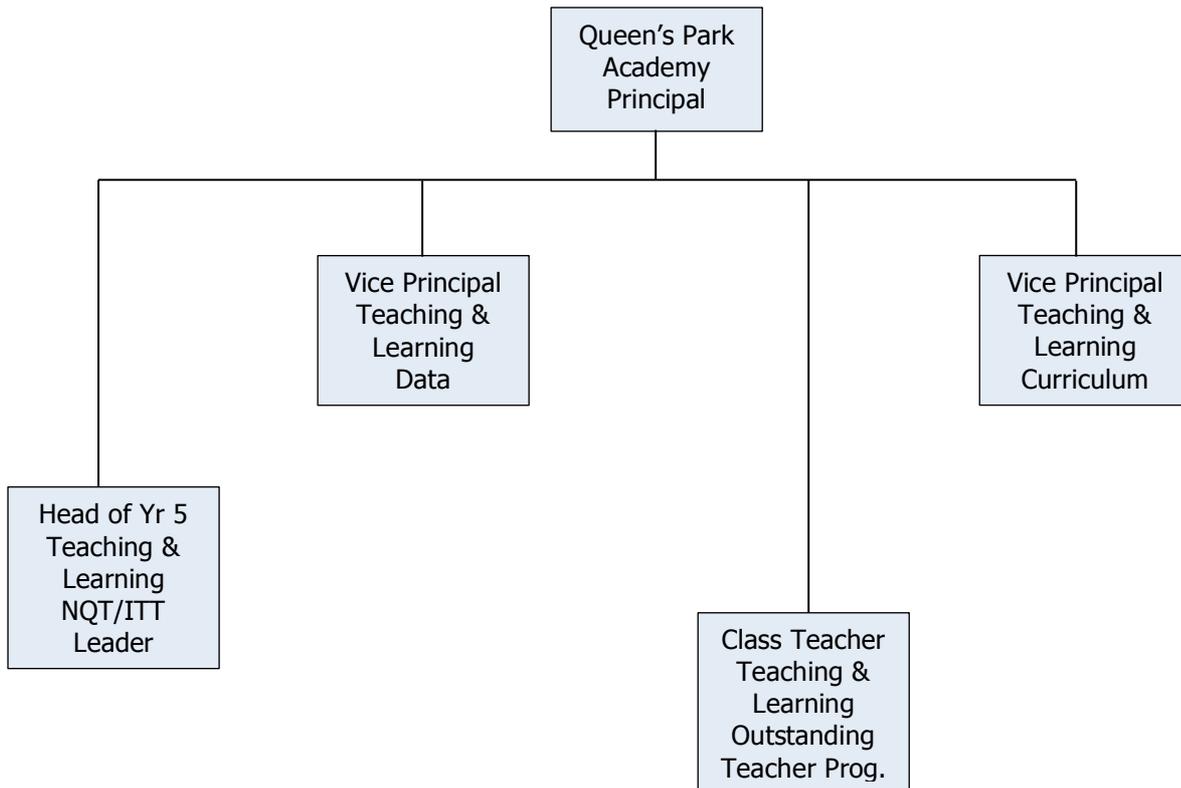
I confirm that the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements covering the relevant period.

Applicant's Signature: **Date:**



APPENDIX B

QUEEN'S PARK ACADEMY STAFFING STRUCTURE



TEACHING & LEARNING REWARDS

TLR 1.1	7324.00
TLR 1.2	9013.00
TLR 1.3	10703.00
TLR 1.4	12393.00
TLR 2.1	2535.00
TLR 2.2	4226.00
TLR 2.3	5915.00
TLR 3	No Less than £500; no more than £2,500

HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS



APPENDIX C

PAY APPEAL HEARING PROCEDURE FOR TEACHING STAFF

- a) The Pay Appeals Committee should consist of not less than three Governors who have not previously been involved in pay decisions.
- b) Chair Person to make introductions, confirm purpose of hearing and how it will be conducted and if applicable check that all those present have copies of the agreed documentation;
- c) The employee and his/her representative to set out the case and to express what outcome is sought;
- d) The Principal to have the opportunity to ask questions/points of clarification;
- e) The members of the Pay Appeals Committee to have the opportunity to ask questions of the employee and his/her representative;
- f) The Principal to put his/her case showing reasons for the pay decision made;
- g) The employee and his/her representative to have the opportunity to ask questions of the Principal;
- h) The members of the Pay Appeals Committee to have the opportunity to ask questions of the Principal;
- i) Both parties to have the opportunity to sum up their cases if they wish. No new matter should be introduced at this stage. The employee shall be allowed to sum up last;
- j) The employee and his/her representative and the Principal to withdraw;
- k) The Pay Appeals Committee to deliberate in private (with the Head of HR or his representative) recalling the employee and his/her representative and the Principal only to clear points of uncertainty on information already given, if recall is necessary, both parties are to return even if only one is concerned with the point giving rise to doubt.
- l) The Chair Person of the Pay Appeals Committee to announce the decision to the employee and his/her representative and the Principal orally at the end of the hearing. The Chair Person of the Panel or his/her representative will confirm that decision in writing, within ten working days of the date of the hearing, to the employee and copied to the Principal and employee representative.

HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS