



**Keystone Academy Trust**

# **Pay Policy**

Approved: October 2021		
Reviewed: March 2023		
Next Review: March 2024		

## **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.

In adopting this pay policy the aim is to:

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

Pay recommendations at this school are made by the Remunerations Committee of the Trustees and reported to the full board of Trustees.

NB For the purposes of determining the size of pay increases the academy will use the discretionary pay scales as contained within the annex attached to this policy.

## 1. INTRODUCTION

### 1.1 September 2021 Pay Award

All September 2021 salary determinations relating to salary progression for: qualified teachers on the main pay scale; qualified teachers on the upper pay scale; unqualified teachers on the unqualified pay scale shall be made in accordance with the provisions of the 2021 Document. The pay tables to be used by employers to apply for the September 2021 pay award are the minimum and maximum figures determined by the Secretary of State and set out in the final STPC Document 2021.

1.2 Revised pay progression arrangements under this policy come into force with effect from appraisal targets set in the September 2020. Therefore all decisions about teachers' pay progression are linked to performance (as outline in the Teachers Pay and Conditions document 2021 Paragraph

19.2 d, - 'pay decisions must be clearly attributable to the performance of the teacher in question'.) Annual performance-related progression pay increases will be made and awarded from September 2021.

1.3 The Trustees will operate a Trust wide Pay Policy as the 'relevant body', as defined in the School Teachers' Pay and Conditions September 2021, and for the pay arrangements agreed for all the support staff which will:

grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff of the school.

take into account pay relativities between posts within the school. ensure that the annual appraisal of all teachers, including part time teachers, unqualified teachers, members of the leadership group, and the annual performance review of the headteacher's salary, is fairly and properly conducted as soon as possible and by 31<sup>st</sup> October annually at the latest; 31<sup>st</sup> December annually for the headteacher.

where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.

ensure that discretion available under the STPC Document is exercised in a fair and equitable manner for determining the starting salary for all new teachers, for special education needs allowance, for Teaching and Learning Responsibility payments for determining the salary ranges for leading practitioners and members of the Leadership Group, including the headteacher.

give recognition to assigned increased responsibility for Teaching and Learning Responsibilities, whether for a permanent post, temporary projects or acting post basis.

ensure that an approved evaluation process is used to determine the appropriate salary scale for members of the school support staff.

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

## 2. DELEGATION OF DECISION MAKING

### 2.1 Headteacher

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

- 2.1.2 The headteacher, in accordance with this policy, shall make annual recommendations on the salary of all staff to the CEO and this will be taken to the Remuneration Committee of the Trustees.
- 2.1.3 The Trustees require that the headteacher in exercising the delegated responsibilities has appropriate regard to the budget approved by the Trustees and the requirements of employment legislation, particularly The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The Trustees expect the headteacher to seek appropriate advice from persons engaged by the trustees to provide such advice.

## 2.2 An appropriate committee structure

2.2.1 The Board of Trustees will delegate to a committee of trustees, hereafter referred to as the "**remuneration committee**", decisions arising out of this policy or the appraisal policy. The remuneration committee will consist of 3 trustees. No member of the remuneration appeals committee, referred to below, will be a member of the remuneration committee. No Trustee who is employed at the school or related to someone employed at any of the trust schools may be a member of the remuneration committee or the remuneration appeals committee.

2.2.2 The Board of Trustees will delegate to a committee of Trustees, hereafter referred to as the '**remuneration appeals committee**', any appeals by individual members of staff against decisions of the committee in 2.2.1 arising out of this policy or the appraisal policy. The remuneration appeals committee will consist of 3 governors. Any appeal will be dealt with before a final decision is reported to the full Board of Trustees.

## 2.3 Review of decisions

2.3.1 If an employee, including the headteacher, wishes to have a review of any decision that affects his/her performance review and/or his/her pay s/he shall, within 5 working days of being given the written statement of the assessment, make a written request to the decision maker of the decision about which the employee is seeking a review, for a formal written statement of reasons for the decision which he/she wishes to have reviewed.

2.3.2 The written statement of reason will be provided to the employee within 5 further working days by the decision maker. If, having considered the statement of reason the employee still wishes for a review of the decision he/she shall submit written grounds for seeking a review to the remuneration committee within 5 working days of receipt of the written statement of reasons. The reason for a review will be one or more of the following:-

That the decision - incorrectly applied any provision of the appropriate salary and/or appraisal policy;

- in the case of a teacher, failed to have proper regard for statutory provision or guidance of the most recent STPC Document ;
  - failed to take proper account of relevant evidence;
  - took account of irrelevant or inaccurate evidence;
  - was biased; or otherwise unlawfully discriminated
- against the employee.

2.3.3 The chair of the remuneration committee will, normally within 10 working days of receipt of the written application for a review, make arrangements for the employee to make representations in person to the review committee regarding the reasons for the written application. The employee may be accompanied at that meeting by a workplace colleague or representative of his/her trade union and the remuneration committee may also have an adviser present to advise the committee. The remuneration committee may also ask the headteacher (or in the case of the request for a review coming from the head teacher, the Local Chair of

Governors or a representative of the governors referred to in 2.8.1 below) to be present and to comment on the reasons for the application for the review. The decision of the remuneration committee will be provided to the employee in writing as soon after the review as possible. The employee will be advised that he/she has the right of appeal against the review decision.

2.3.4 The procedure to be followed for the review hearing is attached at Annex 1 of this policy.

## 2.4 Appeals Against Salary or Appraisal Decisions

If the employee decides to appeal against the reviewed determination as defined in 2.3 above then the employee shall, within 5 days of receipt of the reviewed determination, notify the Clerk to the Trustees, in writing, of the appeal and the reasons for it. The Clerk to the Trustees will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least 5 working days' notice, a meeting of the appeals committee of the Board of Trustees. The employee will be entitled to attend and the procedure to be followed for the appeal is attached at Annex 2 of this policy. The decision of the appeal committee delegated to deal with appeals shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Board of Trustees.

## 2.5 Threshold Application

2.5.1 Any qualified teacher may apply to the headteacher to be paid on the upper pay range. It is recommended that those teachers applying are likely to have already progressed to the maximum of the main classroom teachers' scale, however this is not a limiting factor. An application must be made by 30<sup>th</sup> September to be considered in line with the performance management cycle. The application should be submitted on the attached form (Annex 3) and provide evidence against each of the criteria below ensuring that the impact of any actions is clearly demonstrated.

A successful applicant will progress to UPS1. Full details of the eligibility criteria can be found in Appendix 4

Conditions for a successful UPS application:-

- Teachers have demonstrated for a sustained period of time consistent practice of the highest standard (the last two evidence statements evidence excellent practice).
- All teachers are able to apply to move to the Upper Pay Scale, however there is an expectation that teachers will have at least 4 years teaching experience across different year groups and already be at the top of the main pay scale as this would reflect an accelerated progression path. Teachers will have engaged in the coaching programme supporting the professional development of others.
- Teachers consistently share and model best practice wider than the teachers' classroom.
- Teacher demonstrates ability to plan, implement and monitor initiatives with minimal guidance that has beneficial impact to the school.
- Teacher can evidence key impact within an area of the curriculum.
- Teacher can evidence wider research within the profession.

Applications for upper pay scale progression should be made on the same form to the timescales given. Applications should demonstrate 2 years evidence as outlined in paragraph 3.6.

2.5.2 The headteacher shall inform the remuneration committee of the outcome of the threshold application as soon as possible after the closing date has passed and inform the teacher of the outcome within at least 20 working days following the decision provided to the remuneration committee. The teacher shall be given a salary assessment form indicating his/her salary position following the outcome of the application. The headteacher shall provide oral feedback on the relevant criteria indicated, or in the case of unsuccessful application, in writing on the

original application form. Feedback shall also include advice on aspects of performance that would benefit from further development.

2.5.3 Any decision regarding successful placement on the upper pay range will only apply to posts in this school from evidence gathered within the Academy.

## 2.6 **Reviews and Appeals against any Threshold Application Decision**

2.6.1 A teacher may seek a formal review of the decision by the headteacher by submitting a request in writing together with reasons for a review as identified in clause 2.3 of this policy. The headteacher will make arrangements, normally within 10 working dates of the written application for a review, to meet with the employee who may be accompanied by a workplace colleague or representative of his/her trade union. The outcome of the review shall be provided in writing together with notification of the right of appeal.

2.6.2 If the employee decides to exercise his/her right to have the Threshold determination reviewed or to appeal against the determination it shall be in accordance with clause 2.4 of this policy and the reasons for review in 2.3 of this policy.

## 2.7 **The CEO**

2.7.1 The CEO will be available to the headteacher for consultation on those matters of this policy delegated to the headteacher. In this instance the CEO may not be a member of remuneration or remuneration appeals committees.

## 2.8 **The Appraisal Review for the Headteacher's Performance Review**

2.8.1 The Board of Trustees will nominate a trustee who is not an employee of the school or related to an employee of the school, to carry out the appraisal review for the headteacher as set out in this policy and the school's appraisal policy. The delegated trustee will be accompanied by the Local chair of Governors and advised by the Trusts Performance adviser and the CEO. The agreed performance objectives and indicators/measures will/may be referred for moderation to a meeting of the Trustees Standards Committee.

2.8.2 It is the stated wish of the Trustees that the delegated governors/trustees shall avail themselves of appropriate training.

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

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

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

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

3.1.2 The headteacher will provide a statement for the appropriate committee of Trustees of the reasons for which the salary has been awarded together with the position on the appropriate scale in the school's salary structure.

### 3.2 **Calculation of Part-Time Teachers' salaries**

3.2.1 The Board of Trustees will ensure that all part time teachers employed in the school will have their salaries calculated in accordance with the STPC Document and the “pro-rata principle”.

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

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

### 3.3 **Recruitment/Retention Incentives**

3.3.1 The Board of Trustees will consider the award of any recruitment and retention incentive annually. These will only be awarded in line with the academy’s needs. The Governing Body will make clear at the outset the expected duration of any such incentive/benefits, and the review date after which they may be withdrawn.

### 3.4 **Staffing Structure**

3.4.1 The headteacher will annually recommend to the Trustees and LGB a staffing structure for the school that:

- takes account of any financial limits determined by the Trustees;
- identifies the posts to which allowances will be allocated for Teaching and Learning Responsibilities (TLR) in accordance with the requirements of the STPC Document, on a permanent basis;
- will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Trustees;
- identifies the level of allowance to be allocated to each permanent TLR post in the attached staffing structure in accordance with the STPC Document;
- identifies the level of salary to be allocated to any leading practitioner posts together with the salary ranges to be assigned to each post;
- identifies posts to be paid on the Leadership Group pay scale together with the salary ranges assigned to each post;
- identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
- identifies the staffing structure for support staff posts together with the evaluated salary scale assigned to each post.

The staffing structure approved by the Local Governing Board and agreed by the Trustees shall be published with this pay policy

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

### **3.5 Special Educational Needs**

- 3.5.1 The Trustees will award an allowance to any teacher who satisfies the statutory requirement of the STPC Document.
- 3.5.2 The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. An SEN allowance will be paid to a teacher who takes on the responsibility for co-ordinating SEN provision across the school. This payment will be pro-rata for part-time staff and will only be paid to staff holding the National SENCO qualification.

### **3.6 Awards for performance progression to teachers paid on the main pay scale, the upper pay scale or unqualified teachers' pay scale**

*(All pay progression will be linked to assessment of performance).*

- 3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the remuneration committee will consider written recommendations from the headteacher that a teacher be paid a higher salary on the main classroom teachers' pay spine for the school, or the upper pay spine, depending on which scale the teacher is currently paid. The headteacher will also provide written reasons why any teacher should not progress on either scale.
- 3.6.2 As detailed in the Appraising Performance Policy (Section 3.2) performance management objectives will be specific, measurable, achievable, realistic and time based. However, in our desire to be outstanding we will also set a stretch aspirational target which, if achieved, would demonstrate outstanding performance.
- 3.6.3 Any recommendations for progression to a higher salary made by the headteacher shall be in respect of the excellence of the teacher's performance during the previous year across all aspects of the teacher's professional duties. Teachers pay progression will be determined as follows.

#### **Maintain current pay level**

-If it is deemed through the appraisal process that a teacher's performance does not meet the teachers standards, and following support being given in line with the appraisal policy, the teacher's performance fails to improve to a satisfactory standard; then the appraisal process will be halted and the capability procedures started. At this point the current pay level will be maintained.

#### **1 point progress on the main pay scale -**

Teacher standards are met.

- Successful performance management.
- Consistently good teaching.

#### **2 point progress on the main pay scale**

- Consistently strong teaching
- Good pupil progress



- Successful performance management with stretch targets met. Stretch targets will be agreed with the teacher at the beginning of the year and can be refined at the performance management mid-term review. Examples of these could include:
  - Implementation of a new school initiative
  - Excellent use of assessment to improve the progress of targeted pupils
  - Developing behaviour strategies that impact on the learning culture
  - Supporting a TA to develop their practice in supporting children within your classroom
  - Demonstrating a critical understanding of developments in subject and curriculum areas and how to teach them effectively

**Application for the Upper Pay Scale- The criteria set out below attempt to give an emphasis to each UPS level**

**Application for Upper Pay Scale 1**

- Teachers have demonstrated for a sustained period of time consistent practice of the highest standard(their last two appraisal statements demonstrate excellent practice).
- There is an expectation that teachers will already be at the top of the main pay scale and this could reflect an accelerated progression path. Teachers will usually have a minimum of 4 years teaching experience across different year groups but this is not a limiting factor.
- Engaged in the coaching programme supporting the professional development of others.
- Consistently share and model best practice wider than the teachers' classroom.
- Be able to plan, implement and monitor initiatives with minimal guidance that has beneficial impact to the school.
- Evidence key impact within an area of the curriculum.
- Evidence of wider reading and research within the profession.

**Application for Upper Pay Scale 2** (In addition to UPS1)

- Take on a key role beyond specific subject leadership which demonstrates an impact through building capacity in other staff.
- Can evidence the delivery of positive coaching strategies with clear and achievable outcomes.

**Application for Upper Pay Scale 3** (In addition to UPS1&2)

- Sharing practice and supporting the development of high quality teaching and learning with other professionals across the Keystone Academy Trust.

**TLR 3**

In exceptional circumstances a TLR3 post maybe internally recruited for a fixed period to fulfil a specific need of the school or the Trust.

3.6.4 Before the headteacher decides whether or not to make a written recommendation to the review committee, the Trustees will expect that the headteacher will have had due regard to the appropriate level of performance expected of a teacher against the school's criteria for the relevant level of the Teachers' Standards according to the salary scale on which the teacher is paid. The school's criteria for determining whether or not a teacher shall progress are set out above. The Academy will operate a 6 point pay scale the salary points M1-M6 on the main pay scale and UPS 13 on the upper pay scale.

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

## **4. THE LEADERSHIP GROUP**

### **4.1 Senior Deputy and Deputy Headteachers**

4.1.1 The Trustees, following consideration of the relevant criteria set out in the STPC Document, will determine the individual range for a newly appointed senior deputy headteacher or deputy headteacher's salary.

4.1.2 At the time of appointing a new senior deputy headteacher or deputy headteacher the selection panel of the Governing Body making the new appointment shall determine the salary point on the individual range to be paid working within the range approved by the Trustees.

### **4.2 Awards for performance to senior deputy and deputy headteachers and assistant heads**

4.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the remuneration committee will consider recommendations from the headteacher that any senior deputy or deputy headteacher be paid up to two additional points subject to the maximum of the individual range. The Trustees expect that the objectives which were set for a senior deputy or deputy headteacher under the appraisal policy will have become progressively more challenging as the teacher has gained experience in his/her current role.

4.2.2 Where it considers it has substantial difficulties in retaining the services of a current deputy or assistant head teacher the Trustees may decide to change the salary range of a senior deputy headteacher in accordance with the STPC Document in order to retain his/her services. The senior deputy or deputy headteacher's range cannot encroach on the headteacher's ISR and the deputy headteacher's range must have a minimum at least one point below the minimum of the senior deputy headteacher range. The senior deputy or deputy headteacher's salary cannot be placed on the new range, except at the minimum point, until the September following the determination of a changed range.

## **5. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS**

### **5.1 Annual assessments**

5.1.1 On or before 30<sup>th</sup> September each year the headteacher will carry out an annual assessment of salary for each teacher, including senior deputy and deputy headteachers, leading practitioners and unqualified teachers employed in the school. Each teacher will be informed in writing of the recommended salary effective from 1st September of the current academic year including any increased salary, having regard to the annual performance review conducted in accordance with the school's appraisal policy and this policy. The headteacher will inform each teacher of the proposed salary before making the recommendation to the remuneration committee. Any written comment from the teacher will be presented to the remuneration committee when the recommendation of the headteacher is presented.

5.1.2. When the remuneration committee has considered the recommendations from the head teacher for all teachers employed at the school and any comment from any individual teacher, its decision will be provided in writing, by 31<sup>st</sup> October at the latest, to each teacher on the appropriate teacher salary assessment form. The salary assessment form will give information on each relevant aspect of the teacher's salary on which the Governing Body has discretion under this policy. All salary decisions will have been completed by 31<sup>st</sup> October at the latest to be backdated to the 1<sup>st</sup> September.

## **6. DETERMINATION OF LEADERSHIP GROUP SALARIES**

### **6.1 Group of the School; Individual School Range (ISR) and salary ranges for other members of the leadership group.**

6.1.1 For the purposes of determining the group of the school by which the ISR for the headteacher is identified, the Trustees will re-calculate annually the appropriate unit total of the school.

6.1.2 The Trustees will assign the school to the appropriate Headteacher Group (HTG) whenever a new headteacher is to be appointed and on such occasions as the Board of Trustees sees fit. The head teacher may make representations to the remuneration committee to consider assigning the school to a new HTG. The school must be assigned to its appropriate group not more than three years after the school was last assigned to a head teacher group.

6.1.3 If the Board of Trustees sees fit to change the group of the school having re calculated the unit total of the school in accordance with the STPC Document and the school is entitled to be in a different HTG; the Trustees will identify an ISR which will ensure that the minimum of the ISR is not below the minimum of the salary range for the HTG.

6.1.4 When a new headteacher is appointed, when the HTG is changed as in 6.1.2 above, or when a senior deputy or deputy headteacher range is set which equals or exceeds the minimum of the current ISR, the Board of Trustees, in accordance with the STPC Document, will redetermine an ISR on which the headteacher's salary will be paid, according to the size and circumstances of the school. The ISR of the school shall be a range of 7 consecutive salary points within the HTG range for the school.

6.1.5 The selection committee, set up to appoint a new headteacher, shall determine the salary point on the ISR to be paid. The selection panel shall have regard to advice available from persons engaged by the Trustees.

6.1.6 In the event that the Board of Trustees agree to the school's headteacher also being made the headteacher of another school on a permanent basis, the headteacher's salary will be determined in accordance with STPC Document.

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

6.1.8 The salary ranges for a senior deputy or deputy headteacher shall be determined with reference to the school's ISR and the highest paid classroom teacher as defined by the STPC Document.

### **6.2 Annual Review of headteacher's salary**

6.2.1 At the beginning of each academic year, or at any such time as the Trustees/CEO, in consultation with the headteacher may decide, the remuneration committee referred to in 2.8 will agree with the headteacher, or, in the absence of agreement, set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the school's development plan.

6.2.2 An external adviser appointed by the Trustees will support the Performance management group in carrying out the annual performance review of the headteacher. The performance review and review statement will be conducted in accordance with the Trust's Appraisal policy.

6.2.3 In the autumn term of each year, the review group will provide recommendations to the remuneration committee (having consulted the Chair of Governors, if he/she is not a

performance management governor) about the salary of the headteacher. The recommendation shall reflect the views of the performance management group based on the outcomes of the annual performance review and the Chair of Governor's view of the headteacher's overall performance during the year. Any recommendation for movement up the ISR, on which the headteacher is currently paid, may be by up to two points in any one annual review. The headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.

6.2.4 The recommendation for the headteacher will be made in a written statement to the remuneration committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September. This will either be at the current point on the ISR or up to two points higher subject to the maximum of the ISR. The remuneration committee will consider the recommendation together with any written response from the headteacher to the recommendation and make its decision known to the headteacher in writing on the salary assessment form by 31<sup>st</sup> December at the latest, to be backdated to 1<sup>st</sup> September. The headteacher will not be entitled to attend the meeting of the remuneration committee.

6.2.5 If the headteacher wishes to seek a review of the decision of the remuneration committee regarding his/her pay, he/she may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The headteacher will have right of appeal against the decision of the remuneration committee in accordance with the procedure set out in paragraph 2.4 of this policy.

### **6.3 Determination of Discretionary payments to headteachers and teachers**

6.3.1 The Board of Trustees may decide to pay additional payments to the headteacher in accordance with the STPC Document.

6.3.2 Where a decision is made to increase the headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 6.1 above, the total sum of all payments made to the headteacher will not exceed 25 per cent of the annual salary otherwise payable to the headteacher.

6.3.3 In the event that it is considered there are wholly exceptional circumstances which make it necessary to exceed the provision set out above then the Board of Trustees will take external independent advice in accordance with paragraph the current STPC Document before agreeing to such a decision.

6.3.4 In accordance with the current STPC Document, the relevant body may make additional payments as it sees fit to a teacher in respect of:

- a) continuing professional development undertaken outside the school day;
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- d) additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

## **6.4 Acting allowances for an acting headteacher, acting senior deputy headteacher, acting deputy headteacher or a teacher acting up in a TLR post**

6.4.1 In the prolonged absence of the headteacher, senior deputy headteacher, and deputy headteacher or a TLR post holder, the Board of Trustees may appoint a teacher to act up during the absence of the post holder. From the date that the Board of Trustees considers it necessary to make an acting appointment, the Trust will pay an allowance equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Trust on the ISR for the headteacher or the range of salaries for the senior deputy or deputy headteacher or the level of TLR in question. The STPC conditions of employment for a headteacher, senior deputy or deputy headteacher will also apply to any person in receipt of such an acting allowance.

6.4.2 If, during any absence of the headteacher, senior deputy or deputy headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Trustees will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 6.4.1 above. If no allowance is paid the Trust may reconsider the position at any time.

## **7. UNQUALIFIED TEACHERS**

7.1 The Board of Trustees may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with the STPC Document.

7.2 The point on the school's unqualified teacher scale, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document, at which a new appointment will be paid, will be determined by the headteacher, in consultation with the CEO, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.

7.3 In addition to the appropriate point on the unqualified teachers' pay spine the headteacher, in consultation with the CEO, may award an additional allowance in accordance the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who he/she believes has additional qualifications and/or experience to warrant such an award.

The headteacher will report any award of such an allowance to the appropriate committee of the Trustees.

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

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

## **8. SALARIES OF SUPPORT STAFF**

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

8.2 The headteacher, in consultation with the CEO, will determine the appropriate point on the evaluated scale having regard to:

- i) relevant qualifications and/or competencies
- ii) recruitment/retention needs of the school in respect of the post

The decision of the headteacher will be reported to the review committee.

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

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

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

## **9. SALARY SACRIFICE SCHEME**

9.1 The Governing Body will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the school, from which teachers or support staff employed in the school benefit where there is no additional cost to the school budget.

## **10. REVIEW OF THE POLICY**

10.1 The Board of Trustees will review this policy annually or on any occasion when it is requested to do so by the headteacher.

10.2 The Board of Trustees will consult with the staff and the recognised trade unions at the time of the annual or any other review of the policy.

**ANNEX 1 (This procedure complies with the statutory guidance of the Secretary of State and has been amended to reflect best practice)**

**PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION OR A PERFORMANCE MANAGEMENT DECISION BY THE REMUNERATION COMMITTEE OF THE BOARD OF TRUSTEES**

**1. Case for the employee**

The employee or representative:

presents the employee's written application for the review.

b. the members of the remuneration committee may ask questions of the employee

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

explains the process and evidence used to come to the decision under review with reference to the written statement of reasons for the decision of the remuneration committee previously provided to the employee.

If the remuneration committee has asked the headteacher (or a governor as referred to in Note 3 below) to be present at the hearing the headteacher (or governor) may be asked questions by the members of the remuneration committee, and the employee or representative.

**3. Summing up and withdrawal**

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

b. all persons other than the members of the remuneration committee and the adviser (See Note 5 below), are then required to withdraw.

**4. Remuneration Committee decision**

a. The remuneration committee and the person who is advising, if other than the headteacher or a governor, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve all persons involved in the earlier hearing.

b. The chair of the remuneration committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

*Notes: 1. For the purposes of the review, the remuneration committee and the employee will have the following documents:-*

*the written statement of reasons for the decision of the remuneration committee previously provided to the employee*

*the written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*

*any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*

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

3. *Where the headteacher has asked for the review the remuneration committee may ask the Chair of Governors or a representative of the governors referred to in 2.8.1 above to be present.*

4. *The employee may be represented by a representative of his/her trade union or a workplace colleague.*
5. *The remuneration committee may have an adviser present to advise on fact and the law.*
6. *The review is not an appeal against the decision.*
7. *Where a teacher is seeking a review against a determination of the Threshold Application or an appraisal decision of the head teacher, the same procedure will be used with the headteacher taking the role of the remuneration committee. The headteacher may have an adviser present to advise on the law, procedure and merits of the case, who may not be an employee of the school.*



## ANNEX 2

(This procedure complies with the statutory guidance of the Secretary of State and has been amended to reflect best practice)

### PROCEDURE FOR AN APPEAL AGAINST A SALARY OR PERFORMANCE MANAGEMENT DETERMINATION TO THE REMUNERATION APPEAL COMMITTEE OF THE BOARD OF TRUSTEES

#### **The Appeal of the employee**

The employee or representative,

- a) introduces the employee's written reasons for the appeal and the representative of the remuneration committee and then members of the Appeal Committee may ask questions of the employee
- b) may call witnesses, each of whom will have provided a written statement of the information he/she wishes to give, and each witness may be asked questions by the representative of the remuneration committee and then by the Remuneration Appeal Committee

#### **The response of the remuneration committee**

The representative of the remuneration committee

- a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the remuneration committee previously provided to the employee, and the employee or representative and then members of the Remuneration Appeal Committee may ask questions of the representative of the remuneration committee.
- b) may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Remuneration Appeal Committee

#### **3. Summing up and withdrawal**

- a) the representative of the remuneration committee has the opportunity to sum up if he/she so wishes.
- b) the employee, or representative, has the opportunity to sum up his/her case if he/she so wishes.
- c) all persons other than the Remuneration Appeal Committee and its adviser are then required to withdraw.

#### **4. Remuneration Appeal Committee decision**

- a) the Remuneration Appeal Committee and the person who is advising on law, procedure, and merits of the case (See Note 4 below) are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties
- b) the Chair of the Remuneration Appeal Committee will announce the decision to the employee, which will be confirmed in writing

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

*the written statement of reasons for the remuneration committee decision previously provided to the employee*

*the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*

*any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*

- 2. For the purposes of the appeal, the remuneration committee representative may call the headteacher (or in accordance with note 3 below, a governor) as a witness for the remuneration committee. In that event the headteacher (or governor) may be questioned as a witness.*
- 3. Where the headteacher has asked for the review the representative of the remuneration committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.8.1 of the policy above as a witness.*
- 4. The Appeal Committee may appoint an adviser to advise on the law, procedure, and merits of the case who may not be an employee of the school.*
- 5. The employee may be represented by a representative of his/her trade union or a workplace colleague.*
- 6. Where a teacher is appealing against a determination of the Threshold Application or an appraisal decision the same procedure will be used with the headteacher taking the role of the representative of the remuneration committee. The headteacher may have an adviser present, as in Note 4 above, who may not be an employee of the school.*

## **ANNEX 3**

### **KEYSTONE ACADEMY TRUST**

#### **REQUEST FOR THRESHOLD ASSESSMENT**

##### **2021-22 – ROUND 21 ENGLAND**

This form should be handled in confidence at all times.

#### Eligibility Criteria

- In order to be assessed you will need to:
  - Hold Qualified Teacher Status on the date of your request; and
  - Be on the top point of any classroom teachers' pay scale – M6 – at the time of your request or be able to demonstrate a broad range of experience and expertise within a school setting.
- All those wishing to become post-Threshold teachers will need to meet the post-Threshold standards specified on this form.
- Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request.
- Please also complete a short statement evidencing how you have met the threshold standards detailed in section 2.5.1 of the Keystone Academy Trust Pay Policy
- Print, sign and date the form, keeping a copy and pass it to your headteacher by 30<sup>th</sup> September.

**Part 1: Teacher details**

**Personal details Surname**

**First name(s)**

**Previous surname (if applicable)**

DfE or GTCW (Wales) teacher reference number  
(this must be seven digits including zeros)

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**Career details**

Please give details of all the teaching posts you have held during the period covered by your application. This will normally be the 2-year period leading up to the date of your application.

Name and address of School/academy	Date(s) of employment	Name of head teacher

Signed ..... Date .....  
Teacher's Evidence

Please provide evidence related to the following:

- Teachers have demonstrated for a sustained period of time consistent practice of the highest standard (the last two evidence statements evidence outstanding practice).
- There is an expectation that teachers will already be at the top of the main pay scale and this could reflect an accelerated progression path. Whilst there is an expectation that teachers will have a minimum of 4 years teaching experience across different year groups, all teachers are able to apply.
- Engagement in the coaching programme supporting the professional development of others.

Sharing and modelling of best practice wider than the teachers' classroom.

- Ability to plan, implement and monitor initiatives with minimal guidance that has beneficial impact to the school.
- Evidence key impact within an area of the curriculum.
- Evidence of wider reading and research within the profession.



