



An ambitious school at the heart of the community

PAY POLICY 2023

Effective from 1 September 2023

The Board of Trustees of Tytherington School adopted this policy on 3rd October 2023.

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Tytherington School's Pay Policy

1 September 2023 to 31 August 2024

INTRODUCTION

This policy has been adopted by Tytherington School and applies to all teachers and support staff employed to work at the school.

This policy complies with our funding agreement with ESFA.

This pay policy is not intended to duplicate the School Teachers' Pay and Conditions Document. As an academy, we are free to determine our own approach to deciding staff pay. However, since some of our staff have a contract that specifically incorporates conditions from the School Teachers' Pay and Conditions Document, we have developed the policy to comply with current legislation and is supplemented by specific provisions contained within:

- Independent School Teachers' Review Body (STRB);
- The School Teachers' Pay and Conditions Document (STPCD);
- The 'Burgundy book' for Teachers;
- The NJC National Agreement on Pay and Conditions of Service ("the Green Book");
- The Teachers Pension & Local Government Pension Scheme;
- Cheshire Pension Scheme;
- Tytherington School's Capability procedures for Teachers and for Support staff as recommended to the Board of Trustees;
- Tytherington School's Appraisal process for Support Staff and Teachers;
- The 'Implementing your School's Approach to pay' Document (DFE)

The policy has been consulted on with staff and/or the recognised trade unions.

As such, this policy complies with the [STPCD](#). It is also based on the model pay policy created by the Department for Education (DfE).

When implementing our pay policy, we also abide by:

- The Employment Relations Act, 1999, which establishes a number of statutory work rights;
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly
- The Equality Act 2010, which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The Seven Principles of Public Life, which require those conducting the procedures to be objective, open and accountable

This policy is available on the school website and on the online staff hub.

Aims and Principles:

This policy aims to:

- Clearly explain how we will determine staff pay and clearly explain how decisions will be made, based upon staff performance;
- Maximize the quality of teaching and learning at the school;
- Support the recruitment and retention of a high quality workforce;
- Enable the school to recognise and reward staff appropriately for their contribution to the school; and
- Help to ensure that decisions on pay are managed in a fair, just and transparent way.

The Board of Trustees has delegated to the Pay Committee responsibility for the Appraisal and Pay Policies and for taking pay decisions.

Our procedures for addressing grievances in relation to pay are as detailed in the Appendices.

Our procedures for assessing Early Career Teachers' performance and progress comply with the DfE's statutory guidance on Induction for Early Career Teachers (England).

Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Unqualified teacher pay range** is the range on which an unqualified teacher's salary will be set
- **Leadership group** comprises the Headteacher, Deputy Headteacher and Assistant Headteachers

PART 1 – TEACHING STAFF

Pay statements

The Pay Committee will ensure that each teacher/unqualified teacher's salary is reviewed annually, with effect from 1st September, and that all teachers and unqualified teachers are given a written statement setting out:

- their salary;
- any safeguarded sums;
- any other financial benefits to which they are entitled;
- Confirmation of location of the staffing structure and pay policy

For members of the leadership group, the statement will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for classroom teachers or unqualified teachers who are paid an allowance will also include:

- The nature and value of any allowance received and details of what it was awarded for;
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date, or the circumstances in which it will end

For TLR3s, the pay statement letter will also include a statement that the payment will not be safeguarded.

Where a teacher is on long term absence (including maternity leave) at the relevant time consideration will be given to adjusting the timing on a case by case basis. It may be agreed that a review will take place when the employee returns and any pay changes will be backdated accordingly and a pay statement provided as above.

Pay reviews and progression based upon performance

At Tytherington School all staff can expect to receive regular, constructive feedback on their performance and are subject to annual appraisals that recognise their strengths, informs plans for their future development, and helps to enhance their professional practice.

Full details of the arrangements for teacher appraisal are set out in Tytherington School's Appraisal process document.

Pay reviews for all staff, including the Headteacher, will be based on performance as recorded through staff appraisal during the previous appraisal period. If successful, these will take effect from 1 September in the year of application.

At Tytherington School, judgements on performance and eligibility for pay progression will be based on the criteria in the Appraisal Process. These will include being judged against the extent to which teachers:

- Have met their individual objectives;
- Have met the relevant standards
- have contributed to student progress;
- have contributed to wider outcomes for student;
- specific elements of practice; and have made a wider contribution to the work of the school.

For all staff, the decision can be 'no pay progression' without triggering the capability policy.

Employees will complete their appraisal with their line manager. The line manager will complete a pay recommendation as part of the form and provide to the HR team to compile into an Appraisal report for review by the SLT and pay committee.

To be fair and transparent and meet requirements of equality legislation, assessments of performance will be properly rooted in evidence. The SLT will conduct a quality control check of appraisals and confirm all pay recommendations, asking for more evidence as required.

Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal report and taking into account advice from the senior leadership team, any changes to the responsibilities and expectations of the teacher's role and the wider school context. The Pay Committee will consider its approach in the light of Tytherington School's budget, and ensure that appropriate funding is allocated for pay progression at all levels.

Line managers will conduct reviews with staff during the year to determine progress in relation to performance and appraisal targets.

The board of Trustees will ensure that each teacher's salary is reviewed annually during November, in alignment with our annual appraisal period.

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. For consistency, changes will either take place from 1st September or from 1st March where there are extenuating circumstances (for example members of staff who have commenced employment mid-year).

In the case of ECTs, pay progression will be made by means of the statutory induction process. Further information is available in the ECT section of this document.

Pay range for leadership group

Pay range for the Headteacher

When determining the leadership pay range the Board of Trustees must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the Board of Trustees may wish to take into account the extent to which the leadership pay range reflects how closely their preferred

candidate meets the requirements of the post. The Board of Trustees must ensure that there is appropriate scope within the range to allow for performance related progression over time.

It should also re-determine the Headteacher's pay range if it becomes necessary to change the Headteacher group (including where the Headteacher becomes responsible and accountable for more than one school in a federation on a permanent basis). They may also re-determine the Headteacher's pay range at any time if they consider it necessary to reflect a significant change in the responsibilities of the post. They should not take account of the salary of the serving Headteacher if they re-determine the Headteacher pay range for a new appointment.

The Headteacher group size is calculated each September and the pay range determined within the parameters of the current STPCD. The Pay Committee will ensure that the process of determining the remuneration of the Headteacher is fair and transparent. There should be a proper record made of the reasoning behind the determination of the pay range and any temporary payments made to the Headteacher.

Tytherington School's group size is: Group 7

The pay range is not an incremental scale and there is no automatic right to pay progression. Any movement up the pay range will only be made where there has been sustained high quality of performance, with particular regard to leadership, management and student progress at the school, and will be subject to a review of performance annually against performance objectives before any pay points will be awarded.

When the Headteacher is appointed temporarily accountable for more than one school, this role should be regarded as an acting headship on a temporary basis. There is an expectation that these temporary arrangements should be time limited and subject to regular review and the maximum duration should be no longer than two years.

The circumstances in which the Pay Committee will consider awarding a pay point in the leadership scale are:

Where their appraisal outcome confirms the Headteacher has met their individual objectives; is meeting all of the Headteacher standards; student progress is improving; there has been positive impact on wider outcomes for student; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school.

The circumstances in which the Pay Committee will consider awarding additional pay points are:

Where their appraisal outcome confirms the Headteacher has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on student progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.

Determination of temporary payments to the Headteacher

The Board of Trustees will determine a pay range which takes into account the full responsibilities of the Headteacher's post. Temporary payments in addition to the salary arising from the Headteacher's point on the pay range will be made in accordance with the current STPCD. The total

sum of the temporary payments made to the Headteacher in any school year (with the exclusion of residential payments and/or relocation expenses) must not exceed 25% of the annual salary which is otherwise payable to the Headteacher. Furthermore, the total sum of salary and other payments made to the Headteacher must not exceed 25% above the maximum of the Headteacher group unless there are wholly exceptional circumstances, external independent advice has been sought and with the agreement of the Pay Committee.

Pay range for other leadership group members

The Headteacher has determined that 1 Deputy Headteacher posts and 7 Assistant Headteacher posts are to be included in the school's staffing structure.

The Headteacher, normally in consultation with the Chair of the Board of Trustees, will determine the Senior Leadership Structure as well as the pay range:

- when it proposes to make new appointments;
- where there is a significant change in the responsibilities of serving Deputy or Assistant Headteachers; or
- when it has decided that all leadership posts should be reviewed to maintain consistency (it should also take account of the responsibilities and challenges of the post).

The professional duties and pay range of Deputy and Assistant Headteachers are set out in the current STPCD.

Deputy Headteacher range: L18 – L26

Assistant Headteacher range: L10 - L16

The Board of Trustees will determine the pay range for Deputy and Assistant Headteachers in the following circumstances:

The Deputy, Assistant Headteacher and Extended leadership ranges are not incremental scales and there is no automatic right to pay progression. Decisions regarding pay progression will be made normally every two years by the Board of Trustees with reference to the most recent performance appraisal report, and the pay recommendation they contain. Any movement up the pay range will only be made where there has been sustained high quality of performance in respect of school leadership and management and student progress.

The circumstances in which the Pay Committee will consider awarding one point are:

Where their appraisal outcome confirms the Deputy or Assistant head has met their individual objectives; is meeting all of the Teacher Standards for their career position; student progress is improving; they have had a positive impact on wider outcomes for students; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school. Schools should also consider the professional responsibilities of Deputy and Assistant Headteachers.

The circumstances in which the Pay Committee will consider awarding an additional point in one year are:

Where their appraisal outcome confirms the Deputy or Assistant head has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on student progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.

The pay range will be determined on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay. In making any decision to exercise its discretion in this respect, the Pay Committee will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Deputy and Assistant Headteachers are not eligible for teaching and learning responsibility payments or recruitment and/or retention allowances.

Pay range for other classroom teachers

Basic pay determination on appointment

The Senior Leadership Team will determine the pay range for a vacancy prior to advertising it. On appointment the starting salary within that range to be offered to the successful candidate will be determined. In making such determinations, the Senior Leadership Team may take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider school context;
- recognising other teaching or non-teaching experience;
- matching the pay point of a teacher;

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous establishment. However, anyone commencing their appointment who wishes to apply for pay progression, should provide the appropriate documentation with evidence from their previous school.

Main Pay Scale (M1-M6)

Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the school's main pay scale. The Main Pay Scale is determined in accordance with the current STPCD and is outlined in Appendix B which is available on the Staff Hub.

The professional responsibilities of classroom teachers are set out in the current STPCD.

The main pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain.

In order to progress up the pay scale, members of staff must fully meet set targets and not only be performing at a standard commensurate to their current grade but also demonstrate evidence of competence to perform at a higher grade.

For exceptional performance, i.e. they exceed all their objectives, are assessed as fully meeting the relevant standards, all of their teaching is assessed as outstanding and student progress is outstanding, the school reserves the right to move an employee an additional point up the scale.

Upper Pay Range (UPS1-UPS3)

Qualified teachers who have been assessed by this school as meeting the standards for payment on the upper pay range will be paid in accordance with the school's upper pay range. The UPS is determined in accordance with the current STPCD and is outlined in Appendix B.

The Upper Pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made biennially with reference to the most recent performance appraisal report and the pay recommendation they contain. The circumstances in which the Board of Trustees will consider awarding pay progression are when teachers are meeting the agreed criteria regarding expectations at each stage of the Upper Pay Scale.

Only in exceptional circumstances will an upper pay range teacher progress on the range more frequently than two yearly intervals. Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this school.

Unqualified Teachers (UNQ1-UNQ6)

Unqualified teachers will be paid on the unqualified teacher pay range. Where an unqualified teacher gains qualified teacher status (QTS) while in post, they will be transferred to a salary on the main pay range for teachers, which will be equal to or higher than their previous unqualified teacher salary and any other payable allowances.

An unqualified teacher must be paid such salary in accordance with the school's unqualified teacher pay range. The UQT range is determined in accordance with the current STPCD and is available from the HR Team.

The unqualified pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain.

Movement to the upper pay scale

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, and any progression is deemed permanent. Determinations as to whether a teacher progresses to the upper pay range will be made in accordance with the STPCD.

Teachers may apply to be considered for progression to the Upper Pay Scale once a year.

Staff who return after a long absence for whatever reason may be able to take previous years' evidence into account or apply later in the year.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school. Applications should contain evidence from the previous two years.

The Assessment

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

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

For the purposes of this Policy:

'Highly competent' means:

Performance which is good enough to provide coaching, mentoring and advice to other teachers, 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' means:

The teacher's contributions are 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' means:

The teacher's contributions have been maintained over a long period.

The application will be assessed initially by the line manager who will make a recommendation. The Headteacher/Assistant Headteacher will then ensure this is appropriate. The Pay Committee will make the final determination.

Processes and procedures

The assessment will be made within one month of the application's deadline, and applicants will be informed of the outcome of their application as part of their annual statement. If successful, applicants will move to the relevant pay point at the start of the academic year, with any relevant backpay awarded. If unsuccessful, feedback will be provided by the Headteacher in a meeting within 15 working days of the decision. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Appeals procedure.

Allowances and payments for classroom teachers

Teaching and learning responsibility (TLR) payments

TLR payments are awarded at the discretion of the Headteacher.

A TLR1 or TLR2 payment will be awarded by the Headteacher if they are satisfied that the duties of the post include a significant responsibility that is not required of all classroom teachers, and that it fulfils the criteria as determined by the TLR policy. This is available from the Staff Hub.

Before awarding a TLR1, the Headteacher must be satisfied that the significant responsibility referred to above includes an additional line management responsibility for a significant number of people/subjects.

A teacher may not hold more than one TLR1 or TLR2 of any value concurrently. A TLR is a payment integral to a post in the school's staffing structure and may therefore only be held by two or more people when job-sharing that post. Holders of a TLR1 or TLR2 will also be eligible to receive a TLR3.

The Headteacher will award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. TLR3s are not subject to safeguarding.

The annual values of a TLR payment is determined in accordance with the current STPCD and is outlined in Appendix B.

Other payments to teachers

Acting allowance

Tytherington School will follow the STPCD in determining and implementing acting allowances.

Provision of services for the Headteacher

Teachers who take on additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools will be entitled to a payment or allowance in accordance with the nature of the responsibility.

'R&R's and Retention Incentives and Benefits

The Headteacher may make such payments or provide such other financial assistance, support or benefits, to a teacher as it considers being necessary as an incentive for the recruitment of new teachers and retention in their service of existing teachers.

These will be reviewed annually during the Summer Term.

'R&R' payments made to staff are as determined by the TLR policy which may differ from the STPCD.

In the case of retention incentive and benefits, the school follows the STPCD and documents clear reasoning for any retention incentives provided to employees.

Salary sacrifice

The Board of Trustees supports the following salary sacrifice arrangements:

- Childcare Vouchers
- Cycle to Work Scheme
- TechScheme

Staff may participate in these schemes should they wish to do so by contacting the HR team.

Early Career Teachers

Early career teachers (ECTs) starting their induction on or after 1 September 2021 are not subject to annual appraisal and pay review cycles during their induction period.

Decisions on ECTs' pay will be by means of the statutory induction process for ECTs.

ECTs may be awarded pay progression at the end of the first year of their induction period. However, annual progression is not automatic or guaranteed, and decisions regarding pay progression will be made based on:

- Evidence gathered during progress reviews and assessment periods
- Formal assessment reports

There is no statutory requirement to award ECTs pay progression on completing their induction. The decision on any pay progression will instead be made:

- With regard to the ECT's performance and their final review
- With due regard to the government's expectation that good classroom teachers should expect to reach the maximum of their pay range within 5 years of starting their career teaching

The school is committed to providing the necessary help, support and advice to assist the ECTs to complete successfully the statutory period of induction.

The appropriate body (currently Cheshire Teaching Hub) is responsible for deciding whether the ECT has met the Induction Standard on the basis of the Senior Leadership Team's recommendation.

ECTs will have a timetable of 90% of normal average teaching time to allow their induction programme to take place in their first year of teaching, and 95% of normal average teaching time to allow their induction programme to take place in their second year of teaching.

Part-time Teachers

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

Part-time teachers will be paid a pro-rata percentage of the appropriate full-time equivalent salary but any Allowances (e.g. TLR awards) will be paid at the full-time rate and will not suffer a pro rata reduction. Part-time teachers who wish to/are requested to attend more INSET days than they are required to do under their contract will be paid for these extra days work.

Supply (or short notice) teachers

Teachers employed on a day-to-day or other short notice basis will be paid appropriate on a daily basis and any hours worked that are 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 STPCD as updated from time to time.

Salary Safeguarding

Teachers may be entitled to protection from pay decreases or adjustments if their role changes for certain reasons. This is known as Salary Safeguarding, and applies to salaries and allowances.

We will abide by the STPCD and safeguard teacher salaries if the post is revised or removed as a result of:

- The Teacher loses a post as a result of:
 - o the discontinuance of, a prescribed alteration to, or a reorganisation of a school;
 - o Closure of the school or education establishment
- Organisational restructuring
- Reducing the number of members in the leadership group
- Lowering a pay range applicable to a member of the leadership group
- Circumstances where higher pay is safeguarded include a removed or reduced:
 - o Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
 - o Special educational needs (SEN) allowance
 - o Unqualified teacher's allowance

We will follow the STPCD when applying and managing salary safeguarding.

Appeals by teachers – see appendix A for appeal procedure

Any teacher (including the Headteacher) may appeal against any decision of the Pay Committee in relation to their pay or any other decision taken by it under the STPCD that affects their pay, provided that the appeal is made in accordance with the procedure established by the Pay Committee.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made:

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

This appeals procedure also applies where, under the school's Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

This procedure performs the function of the school's grievance procedure on teachers' pay and appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

PART 2 – SUPPORT STAFF

Pay and Conditions

Tytherington School's Support staff's pay and conditions of service are locally agreed and, consequently, contractually binding upon both the employee and the employer.

Job structures and attachment of grades

Every job will be part of an organisational structure and will be described in a properly compiled job description and reflected in the school's Pay Policy. The job description will be the basis of the authorised grade to be attached to the job through the agreed grading procedures. The Headteacher will ensure that all jobs and structures are kept under continual review to ensure the effective and efficient provision of services and that necessary changes are made, after consultation with job holders with the aim of reaching agreement. A review of the structure should be the subject of consultation with staff and the relevant trade unions before changes are implemented.

Grading processes

The grading process for all roles at Tytherington School uses comparison internally and against comparators locally and within the Education Sector of skills, qualifications, experience and training required.

Starting salaries

The starting salary for an appointee is at the discretion of the Headteacher, having regard to the school's Pay Policy and Recruitment Policy, and observing the requirements of equal pay law and regulations (after taking account of qualifications and experience).

On appointment the Headteacher will determine the starting salary within the range to be offered to the successful candidate. In making such determinations, the Headteacher may take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider school context such as budgetary constraints;

The Headteacher may offer an appointment on less than the full grading range where the employee will not be undertaking, initially, the full duties and responsibilities of the job. Application of the full grading does not automatically entitle an employee to a pay increase.

The minimum starting salary when making appointments will be Grade 4 on the Support Staff Pay Scale. The bottom of this grade will always be above the National Living Wage.

Increments

Definition of an Increment

An increment is the next point on the spinal column range. No increments above grade maximum can be paid.

Pay increases

All pay increases (including inflation) apply to all grades and are discretionary, performance-related and are subject to the financial circumstances of Tytherington School. All performance increments for all staff are payable from 1st September for each year. In order to progress to the next increment within the pay scale, employees must fully meet all of their given objectives. This must then be confirmed by the employee's line manager, the Headteacher and provided to the Pay Committee as part of the Annual appraisal report.

Inflation increases agreed by the Board of Trustees for Support Staff will vary taking into account guidance from the NJC.

Long Service Increment

For employees who are contracted to work part-year and who have achieved five years of service, additional holiday will be added and their pay is calculated to reflect this. The calculation table is contained within the Part-Year Staff guidance available from the HR team.

Accelerated Increment

For exceptional performance, Tytherington School school reserves the right to move an employee an additional point up the scale.

Salary on Promotion or Regrading

On regrading or promotion to a grade with a higher maximum salary, an employee must be paid a salary on the new grade which is at least one increment above the salary that they would have received in the former grade on the date of grading change. An increase of more than one increment may be justified in the case of a promotion but should be exceptional where the job is regraded. The level of the starting salary is at the discretion of the Headteacher having regard to the school's Pay Policy.

Acting up allowance

An employee who is asked to undertake all or part of the duties and responsibilities of a higher graded job for a prolonged period, is entitled to receive an appropriate extra payment. Where the full duties and responsibilities are being performed, the payment will normally be the minimum of the bottom of the grade of the role. If the full duties and responsibilities are not being done or if they are done by more than one employee, the amount of payment will be at the discretion of the Headteacher having regard to the school's Pay Policy. It may consist of a monthly addition to salary or one or more lump sums to be paid at the end of, or during, the acting-up period. Payment will be made for the whole period of acting-up.

Additional responsibilities

Definition

The Headteacher may make additional responsibility (AR) payments to support staff when an individual operates at a level and/or makes a contribution to Tytherington School beyond the standard requirements of their substantive post.

An AR payment may be rewarded retrospectively as recognition for an employee who has gone above and beyond in their role.

The requirement to make an AR payment must first be identified. The role must be undertaken for a period of at least one term and may arise in response to a wide range of circumstance such as:

- recognizing the role of an employee in carrying out specific tasks or projects;
- a need to address operational difficulties related to new ways of working;
- undertaking work that is particularly demanding;
- operating in a difficult or unusual work context (for example, extended staff absence);

This list is not exhaustive.

In all cases the reason(s) why the AR payment is outside the standard requirements and/or working relationships of the employee's current post must be identified together with the period over which it is anticipated the payment will apply.

Value of Payment

The monetary value of an additional responsibility payment should be reasonable and proportionate to the circumstances and consistent with the Tytherington School's pay and grading structure. The following should be taken into account in determining the level of the payment:

- the overall range and level of the duties performed;
- the competence, knowledge and skills required;
- the particular working circumstances.

The value of the payment will fit into the following categories, dependent upon the above. These values are per annum.

AR1	£1,000
AR2	£1,500
AR3	£2,000
AR4	£2,500

These values have been determined by the Headteacher with advice from the HR team.

Additional Responsibility Beyond the agreed time frame

If it is anticipated that the requirement for additional responsibility will continue beyond the initial period, the line manager with guidance from the HR Team, should make a decision whether these responsibilities are now a permanent requirement of the role. If permanent, or if the initial period should be extended, the job role should be re-evaluated by the HR Team.

Approval Process

Where a manager believes that an additional responsibility payment is appropriate they should contact the Headteacher and HR. Requests must be submitted to the Headteacher for approval.

If the AR is to be rewarded to an employee retrospectively, the request form will still need to be completed with details of the work undertaken and any relevant evidence.

If the request is supported by the Headteacher, the Headteacher and the HR team will work together to determine the level of payment.

The HR Team will provide to employees who are granted an additional responsibility payment written confirmation detailing the reasons for the payment, the amount of the payment, the effective date, the duration of the payment and arrangements for review.

The HR Team will maintain a register of all additional responsibility payments that are approved and declined and will monitor and review with the Headteacher.

The Business Director will submit an annual report to the Senior Leadership Team which summarises the allocation of additional responsibility payments.

Other pay considerations

The amount of any additional responsibility payment will not alter the original grade of the post.

Payments are made monthly in arrears and will be subject to tax and national insurance contributions.

An additional responsibility payment forms part of an employee's contractual pay and is therefore pensionable. Therefore, employees would be required to pay pension contributions on the value of the payment if they are a member of the Local Government Pension Scheme.

The payment would be included in gross pay and will therefore be included in calculations for e.g. sick pay, maternity/paternity/adoption pay, holiday pay, redundancy pay, and when making any deductions.

Pay progression appeal procedure

For appeals regarding pay progression, please refer to Tytherington School's Appeals Procedure.

Substantial change in responsibilities, duties or market conditions

An employee or Tytherington School may request that the grading of a job is reviewed at any time, where a prima facie case can be made that there has been a substantial change in the principal responsibilities or duties of the individual's job since it was last graded or filled (whichever was the later). A substantial change in the duties or responsibilities is necessary because a job may change over time but without altering its general character.

Tytherington School are mindful that there must be a degree of flexibility with regards to grading roles and that a number of factors may necessitate a regrading of a role or for an employee to move up scale points within that grade. These factors include:

- the changing nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider school context such as budgetary constraints

Premium payments - general provisions

The provisions listed below will apply to employees graded up to the maximum of Grade 8. Employees on Grades 9-12 must work such reasonable additional hours as may be necessary to enable them, to discharge effectively their professional duties.

Additional Hours

Overtime

Although Tytherington School discourages employees working overtime, where there is a requirement the provisions below will apply:-

For employees working less than 37 hours per week, either:

time off in lieu if requested by the employee and if it can be managed by the department or payment at the rate applicable for the time when the additional hours were worked.

Note - if the hours in any one working week exceed 37 (or equivalent for those with contract hours spread over a longer period, e.g. 74 hours in a fortnight), for those hours worked above 37 the provisions below apply.

For employees working 37 hours per week (or equivalent for those with contract hours spread over a longer period), either:

- time off in lieu on an hour for hour basis if requested by the employee and if it can be managed by the department or
- payment at time and a half for all hours worked

Note - only completed half hours worked on each day will qualify for payment.

Time off in Lieu (TOIL)

If time off in lieu has been agreed with an employee's line manager as an alternative to an overtime payment, the line manager and employee should agree for the time to be taken as soon as possible after the additional hours have been worked; with a maximum expiry of one year later to limit the effect on the school's operations. In exceptional circumstances this may be extended or carried over, and line managers should refer to the HR team for further guidance. The number of days that can be carried over a year is five days. This must be organized prior to the expiry date of the TOIL otherwise carrying forward days may not be possible.

Time off in lieu is provided at a one to one ratio. However, the school reserves the right to pay time in lieu at the appropriate rate if it is deemed that it will not be possible for the employee to take the time off within the year. The maximum amount of TOIL that can be accrued is 5 days. Any amount over this must be taken by the end of the following term.

Time off in lieu should be applied for in the same way as annual leave, as per Tytherington School's Attendance policy and procedure.

Employees on Grades 9-12 must work such reasonable additional hours as may be necessary to enable them, to discharge effectively their professional duties, but may accrue and take lieu as agreed with their line manager for obligations over and above their normal duties.

Weekend Working

Payment for all hours worked on a Saturday or Sunday at what ever time will be at time and a half. There will be no additional payments for working on a 'rest' or 'free' day where these are other than Saturday or Sunday (unless this brings the employee into the overtime provisions).

Night/Evening Work

For those employees who work overnight (i.e. a shift which covers a minimum period of 3 hours between 10pm and 6am) all hours worked Monday to Friday will be paid at time and a third. For work on a Saturday or Sunday payment will be at time and a half.

For employees who are called out after 10pm, payment will be at time plus a third on all hours worked (time plus a half on Saturday or Sunday or if the overtime provisions apply).

Bank Holidays

Hours worked will be paid at time and a half (double time on Christmas Day and Boxing Day) with time off in lieu for the hours worked (i.e. there will be no minimum level of payment or time off in lieu).

Overpayments

Employers are entitled to make deductions from an employee's salary for any sums (properly) owed to the school pursuant to section 14 of the Employment Rights Act 1996 (as amended). Where an employee is repaying an overpayment but leaves the school before the full overpayment is recovered, the balance will be deducted from the final salary payment. Where the amount outstanding exceeds the final salary payment, an invoice for the outstanding amount will be raised and sent to the employee.

Monitoring the impact of the pay policy

The Board of Trustees 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 school's continued compliance with equalities legislation.

Equality

Tytherington School will ensure that, when implementing the Pay Policy for all staff, no employee will be disadvantaged on the basis of protected characteristics. This means that the Policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

Review

This Pay Policy is due for review in September 2024.

Associated Policies/Procedures:

- Capability Policy
- Appraisal Policy
- Early Career Teacher (ECT) Induction
- TLR Policy
- Recruitment policy
- Teachers Standards: [Teachers' standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

APPENDIX A – APPEALS PROCEDURE

Appeals Procedure for Members of Staff Dissatisfied with a Decision Relating to Pay

Background

This policy contains a procedure to permit an appeal against any decision of the Board of Trustees in relation to pay.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made -

- Incorrectly applied any provision of the STPCD;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased; or
- Otherwise unlawfully discriminated against the member of staff.

This appeals procedure also applies where, under the school's Performance Appraisal Policy, a member of staff wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

This procedure performs the function of the school's grievance procedure on pay and Performance Appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect statutory employment rights.

It is recommended that the panel which hears pay appeals should comprise three trustees who were not involved in previous discussions regarding the member of staff's pay determination. Employees making representation at stage two and making an appeal at stage three may be accompanied by a colleague or representative from a professional organisation or trade union.

This procedure performs the function of the school's grievance procedure on pay and Performance Appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect the employee's statutory employment rights.

Pay appeals should be formally clerked and a note of proceedings should be produced. Employees will receive written confirmation of pay decisions and, where applicable, the basis on which the decision was made.

Procedure

Stage one – informal discussion with the appraiser or Headteacher prior to confirmation of pay recommendation

An employee who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or Headteacher before the recommendation is actioned and

confirmation of the pay decision is made by the school. The decision must be communicated to the employee.

Stage two – a formal representation to the person or Pay Committee making the pay determination

If, having had an informal discussion with the person making the pay recommendation, the member of staff believes that an incorrect recommendation has been made, he/she may make representation to the person (or Pay Committee) making the decision. To begin the process the employee should submit a formal written statement (within 5 working days of the decision arising from the informal discussion at stage one) to the person (or trustees' committee) making the determination, setting down in writing the grounds for not agreeing with the pay recommendation.

The member of staff is given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions, at a formal meeting with the person (or Pay committee) who will make the pay determination. Following this meeting the person (or Pay committee) will make a pay determination that will be communicated to the employee in writing.

Stage three – a formal appeal hearing with an appeals panel of trustees

Should the employee not agree with the pay determination, they may appeal (within 5 working days of the written communication in stage two). The appeal hearing will be before an appeal panel or governors.

In the hearing before trustees (which will be set up wherever possible within a further 10 working days), both the employee and the management representative will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions.

Having heard the appeal, the panel must reach a decision, which it must relay to the employee in writing, including their rationale for reaching the decision. The appeal panel's decision is final and there is no recourse to the general staff grievance procedure.

The procedure to be adopted at any Appeal will normally be:

- 1 The Hearing will be conducted by a Committee/Panel or remaining members of the board of Trustees who did not sit on stage 2.
- 2 The Panel may be assisted in the conduct of the Hearing by one or more of the HR team.
- 3 The Panel will satisfy themselves that the member of staff understands the procedure for the Hearing and the power of the body to determine the matter and the possible implications arising from that determination.
- 4 The employee's case may be presented by themselves or their representative who will describe the case. The presentation may include witnesses, written statements or other documents where these are considered necessary.

5 The person (or Trustees' committee) at stage 2, supported/advised as appropriate, will be given the opportunity to question the employee as well as any witnesses who may have given evidence.

6 The person (or Trustees' committee) at stage 2 will then be invited to respond to the case as presented. They may also produce witnesses, written statements or other documents in support of the case.

Where witnesses are teachers they should be given reasonable time off with pay to attend the Hearing.

7 The employee or their representative will be given the opportunity to question the person (or Trustees' committee) at stage 2 and any witnesses s/he called.

8 At any stage during the Hearing the Panel and any adviser(s) may ask questions of the teacher, the person (or Trustees' committee) at stage 2 or such other persons, as they may consider appropriate in order to ascertain the facts and arguments.

9 The employee or their representative will then be invited to make a closing statement not introducing any new material.

10 Finally the person (or Trustees' committee) at stage 2 will be given the opportunity to make a closing statement also without introducing any new material.

11 Both parties will withdraw to allow the Panel to review and consider the evidence in conjunction with any advisers.

12 The Panel will then recall both parties to inform them of their decision. The decision should normally be announced personally to the parties as soon as it is possible on the day of the hearing. If it is not possible to make a decision immediately the parties should be informed of this. In any event a decision must be made and communicated to the employee within five working days of the hearing. The decision should be confirmed in writing and, where the appeal is rejected, the letter will include a note of the evidence considered and the reasons for the decision. The letter will be delivered to the employee either by hand or recorded delivery with a copy to the trade union representative and the person (or Trustees' committee) at stage 2.

13 The decision of the Panel will be final and cannot be subject to any further review under the staff grievance procedures.

If the appeal is upheld, the school will re-issue the pay statement with the correct information.