



# Sutton CE (VC) Primary School

## Pay Policy

March 2025



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# EPM Pay Policy

For the Guidance of the Governing Body, in which is referenced throughout this as 'Pay Panel':

## 1. Introduction

### **September 2024 Pay Award**

- 1.1. The minimum and maximum of the pay ranges and allowances for the September 2024 pay award are set out in the STPCD 2024,
- 1.2. The Pay Panel will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:
- 1.3. Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Pay Panel.
- 1.4. Take into account pay relativities between posts within the teachers of the Pay Panel and support staff of the Pay Panel.
- 1.5. Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible [by 31 October, at the latest; 31 December, for the Headteacher].
- 1.6. Where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Panel will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.
- 1.7. Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
- 1.8. Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
- 1.9. Comply with the salary safeguarding arrangements in the current STPCD.
- 1.10. Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.
- 1.11. This policy statement will be available to employees of the Pay Panel.

## **2. Delegation of Decision Making**

### **Headteacher**

- 2.1. The Pay Panel will delegate the day-to-day management of this policy to the Headteacher, except where stated otherwise. Where the Headteacher has used discretion, as allowed under certain provisions of the STPCD and the pay provisions for support staff, they will ensure the Pay Panel is informed.
- 2.2. The Headteacher shall make annual recommendations on the salary of all employees to the Pay Panel. This will include sufficient information for the Pay Panel to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.
- 2.3. The Headteacher will have regard for the budget and the requirements of employment legislation; in particular the following, and shall seek advice as and when required:
  - The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
  - The Employment Rights Act 1996
  - The Employment Relations Act 1999
  - The Employment Act 2002
  - 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)
  - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

### **An Appropriate Committee Structure**

- 2.4. The Pay Panel will appoint a committee of governors (hereafter referred to as the "Pay Panel") who will be responsible for making decisions arising out of this policy. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. Staff Governors cannot be a member of this committee.
- 2.5. The Pay Panel will also appoint a committee of governors (hereafter referred to as the "Review Appeal Committee") to hear any appeals. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. These Governors must be different Governors to those that sit on the Pay Panel and cannot be employed by the Pay Panel.
- 2.6. The Clerk to the Pay Panel will be responsible for arranging meetings of the above Committees. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and five working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Appendix A and B.

## **Review of Recommendations to, or Decisions of, the Pay Panel**

- 2.7. Prior to submitting a salary recommendation to the Pay Panel, the Headteacher (or Chair of the Appraisal Pay Panel in the case of the Headteacher, see 2.21) will inform the employee of their recommendation along with confirmation as to when the Pay Panel is meeting.
- 2.8. If an employee is not satisfied with the pay recommendation, they will have the opportunity to discuss the recommendation informally with the appraiser or Headteacher (or Chair of the Appraisal Pay Panel in the case of the Headteacher) before the recommendation is passed to the Pay Panel.
- 2.9. If the employee does not agree with the recommendation, they are entitled to attend a meeting with the Pay Panel. The employee must, however, provide a written statement in advance of this meeting.

This statement must indicate the reason/s why they disagree with the recommendation and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary and appraisal policy
- in the case of a teacher, who failed to have proper regard for the STPCD statutory/contractual guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the employee

The employee will have at least five working days' notice between the date they are informed of the recommendation and the date of the meeting of the Pay Panel to provide this written statement. The statement should be submitted to the Clerk of the Pay Panel who will provide a copy to the Pay Panel and the Headteacher (or Chair of the Headteacher's Appraisal Pay Panel, in the case of the Headteacher) prior to the meeting.

- 2.10. At the meeting, the employee will have the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions.
- 2.11. The decision of the Pay Panel will be provided to the employee in writing, along with details of how to appeal (see below).
- 2.12. The procedure to be followed for the review hearing is attached in Appendix A.

## **Appeals against Salary [or Appraisal] Decisions**

- 2.13. The employee may appeal against the decision of the Pay Panel. Any appeal must be made in writing to the Clerk to the Pay Panel, within five working days of receipt of the Pay Panel's decision. The appeal should outline the grounds for appeal, in line with 2.09 above.
- 2.14. The decision of the Review Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Pay Panel.
- 2.15. The procedure to be followed for the appeal is attached in Appendix B of this policy.

## **Threshold Application**

- 2.16. An application must be made by and submitted to the Headteacher.
- A successful applicant will progress to a point on the upper pay range determined by the Headteacher from the Autumn term. Increases in pay will be effective from this date and will be backdated if required.
- The policy may determine that successful applicants will progress to the minimum of the upper pay range or delegate discretion to the Headteacher to determine to which point on the upper pay range the successful applicant may progress. See Appendix C.
- A successful applicant will have demonstrated through the appraisal process:
- that they are highly competent in all elements of the relevant standards; and
  - that their achievements and contributions are substantial and sustained.
  - See Appendix C for the Pay Panel's definition of "highly competent" and "substantial and sustained".
- 2.17. The Headteacher shall inform the teacher of the recommendation they will be making to the Pay Panel regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide verbal feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraphs 2.7 to 2.14.
- 2.18. Upper pay range decisions will only apply to posts under the employment of this Pay Panel.

## **Statement of Salary**

- 2.19. Salary assessment forms will be issued to confirm salary decisions reached.

## **The Chair of the Pay Panel**

- 2.20. The Chair of the Pay Panel will be available to the Headteacher for consultation, should they be required. For this reason, the Chair of the Pay Panel may not be a member of the Pay Panel or Review Appeal Committee.

## **The Appraisal Pay Panel for the Headteacher's Review**

- 2.21. The Pay Panel will delegate with at least 2 governors, none of whom shall be employees of the Pay Panel, to carry out the appraisal review for the Headteacher. The delegated governors may be supported by an external adviser appointed by the Pay Panel. The agreed objectives and indicators/measures may be referred for moderation to the Chair of the Headteacher's Pay Panel

## **3. Exercise of Discretion Under the STPCD**

### **Starting Salary of New Classroom Teacher Appointments**

- 3.1. When advertising a teaching post the Headteacher or Deputy Headteacher will identify the range of salaries the school is prepared to pay, subject to qualifications and experience.
- 3.2. Where the Headteacher or selection panel regards a teacher to have the 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.
- 3.3. The Headteacher will confirm salary decisions, and the rationale behind them, to the appropriate committee of the Pay Panel.

### **Calculation of Part-Time Teachers' Salaries**

- 3.4. The Pay Panel will ensure that all part-time teachers employed by the Pay Panel will have their salaries calculated in accordance with the STPCD and the "pro-rata principle", except where a part-time teacher is awarded a TLR3.
- 3.5. The Pay Panel will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro-rata principle".
- 3.6. All part-time teachers will be advised of how their salary and directed time are calculated.

### **Recruitment/Retention Incentives**

- 3.7. The Pay Panel may have a policy regarding any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.
- 3.8. The policy adopted by the Pay Panel will be made known to employees and set out as Appendix D to this policy.

## **Staffing Structure**

3.9. The Headteacher will recommend, to the Pay Panel, a staffing structure for the School that:

- Takes account of any financial limits determined by the Pay Panel or delegated committees
- Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD
- 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 Pay Panel
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD
- 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 range together with the salary ranges assigned to each post
- Identifies any post to which a salary from the Special Educational Needs (SEN) 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 range assigned to each post

The staffing structure and pay ranges approved by the Pay Panel shall be published with this pay policy.

3.10. If the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Pay Panel, employees and recognised trade unions will be informed and consulted before the final salary structure is published.

## **Special Educational Needs**

3.11. The Pay Panel will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.

3.12. The post and allowance/s will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

#### **4. Pay Progression for Teachers Paid on the Main Pay Range, Upper Pay Range, Leading Practitioners Pay Range and Unqualified Teachers Pay Range**

- 4.1. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will consider whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination.
- 4.2. Where performance related pay is being retained: Pay progression must be awarded to teachers on the Unqualified, Main, Upper and Lead Practitioner Pay Ranges, except for reasons related to poor performance, in which case the Headteacher may decide to withhold progression.
- 4.3. The Pay Panel will receive the pay recommendations from the Headteacher by 31 October of the current year/or other date as determined by the Pay Panel at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1 September of the current year.
- 4.4. In the case of early career teachers (ECTs), the Headteacher must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The Headteacher must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.
- 4.5. In the case of Leading Practitioner posts, the Pay Panel may decide to include such a post in the structure where it receives a recommendation from the Headteacher to consider this.
- 4.6. Where a leading practitioner is appointed the Pay Panel shall select an individual post range on the pay range designated for leading practitioners, taking into account the criteria set out in Appendix F
- 4.7. Where a teacher has been absent through long-term illness or on maternity leave (or other long-term leave) the Headteacher will ensure that a review has been conducted. If a review cannot be conducted until the teacher returns to school, the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary in the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

#### **5. The Leadership Group (See Appendix G)**

##### **Deputy and Assistant Headteachers**

- 5.1. The Pay Panel, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary. These should be determined with reference to the School's Headteacher Pay Range (see 5.6 – 5.12 below).
- 5.2. At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Pay Panel shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Pay Panel.

## **Pay Progression for Deputy and Assistant Heads**

- 5.3. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will consider whether or not to increase the salary of any Deputy or Assistant Headteachers who have completed a year of employment since the previous annual pay determination.
- 5.4. The Pay Panel will receive the pay recommendations from the Headteacher by 31 October of the current year/or other date as determined by the Pay Panel at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1 September of the current year.
- 5.5. Where there are substantial difficulties in retaining the services of a current Deputy Headteacher or Assistant Headteacher the Pay Panel may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy Headteacher or Assistant Headteacher's range overlap the Headteacher's pay range.

## **Headteachers Determination of Leadership Group Salaries**

### **Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group**

- 5.6. On an annual basis, the Pay Panel will recalculate the group size of the school to ensure that the unit total of the school is still correct.
- 5.7. The Pay Panel will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Pay Panel sees fit. The Headteacher may make representations to the Pay Panel to consider assigning the School to a new HTG.
- 5.8. If the Pay Panel changes the group of the School having re-calculated the unit total, the Pay Panel will identify any new HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
- 5.9. The HTPR of the School shall be a range of consecutive salary points selected by the Pay Panel within the HTG range for the School.
- 5.10. The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR for the new Headteacher to be paid, ensuring that there is room for salary progression. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Panel.
- 5.11. If the Pay Panel agrees to the Headteacher also being made the Headteacher of another School permanently, the Headteacher's salary will be determined in accordance with STPCD (paragraph 6.6).
- 5.12. Where such a decision is made then the Pay Panel 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.

### **Annual Review of Headteacher's Salary**

- 5.13. At the beginning of each academic year, or at any such time as the Pay Panel (in consultation with the Headteacher) may decide whether or not to increase the salary of the Headteacher. The Pay Panel may decide on how this pay progression will be determined. The Appraisal Pay Panel referred to in 2.20 will agree with the Headteacher or (in the absence of an agreement) set objectives together with indicators/measures appropriate to each objective. The objectives will reflect the priorities identified in the School's development plan.
- 5.14. The salary progression decision must be informed by a written recommendation included in the Headteacher's annual appraisal report. The Pay Panel should consider this recommendation when deciding on any salary increase.
- 5.15. If a previous document set a pay range where the maximum salary is higher than what is allowed under the current guidelines, the Headteacher will continue to receive the higher salary until the pay range is reviewed and updated according to the new guidelines.

- 5.16. An external adviser appointed by the School will support the Appraisal Pay Panel in carrying out the annual review of the Headteacher. The review and review statement will be conducted in accordance with the Pay Panel's Appraisal Policy.
- 5.17. Prior to submitting the recommendation to the Pay Panel, the Appraisal Pay Panel will advise the Headteacher of the proposed pay recommendation. If they are not satisfied with the recommendation, they may seek a review in accordance with 2.8 – 2.10 above.
- 5.18. In the Autumn Term of each year, (or where determined differently by the Pay Panel as referred to in 5.9 above, in the half term immediately prior to the anniversary of the setting of the criteria), the Pay Panel will receive a written recommendation from the Appraisal Pay Panel (having consulted the Chair of Pay Panel, if they are not an appraisal review governor).
- 5.19. The recommendation will give reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD, paragraph 10. Any recommendation for progression within the HTPR will identify the recommended number of points proposed.
- 5.20. The Pay Panel will consider the recommendation, together with any representations from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September.
- 5.21. The Headteacher will have the right to appeal against the decision of the Pay Panel in accordance with the procedure set out in paragraph 2.13 of this policy.

### **Determination of Discretionary Payments to Headteachers**

- 5.22. The Pay Panel may decide to pay additional payments to the Headteacher in accordance with paragraph 10 of the STPCD.
- 5.23. Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraphs 5.22 above, the total sum of all payments made to the Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Panel.
- 5.24. If it is considered necessary to exercise the provision set out in 5.22 above, the Pay Panel will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

### **Acting Up Allowances**

- 5.25. If during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Pay Panel will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 5.26 below. If no allowance is paid the Pay Panel may reconsider the position at any time.

- 5.26. In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Pay Panel may appoint a teacher to act up during the absence of the post holder. From the date that the Pay Panel considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Panel. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

## **6. Additional Payments for Teaching Staff**

- 6.1. If the Headteacher, following consultation with the teacher/s affected, requests teachers to undertake:
- CPD to be undertaken outside of the school day;
  - Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
  - Out of school hours learning activities,
  - then payments, as below, will be made to teachers agreeing to participate in such activities.
- 6.2. The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Pay Panel. Periods of less than a day will be paid pro-rata.
- 6.3. Where additional responsibilities and activities are undertaken by a teacher resulting from the Headteacher having responsibility for more than one School, as provided for in paragraph 5.11 of this policy, the Pay Panel of the Pay Panel will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Pay Panel will be reported to the next meeting of the Pay Panel.

## **7. Unqualified Teachers**

- 7.1. The Pay Panel may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 7.2. The point on the Pay Panel's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Chair of the Pay Panel, and will take account of the qualifications and experience considered to be relevant to the post.
- 7.3. In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the Chair of the Pay Panel, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement or who the Headteacher and Chair of the Pay Panel believes has additional qualifications and/or experience to warrant such an award.
- 7.4. The Headteacher will report any award of such an allowance to the Pay Panel of the Pay Panel.

- 7.5. The arrangements for salary progression (outlined in 3.13 – 3.15 and 3.17 above) and salary safeguarding for teachers also apply to unqualified teachers.

## **8. Salaries of Support Staff**

- 8.1. On appointing a member of support staff the job description determined for the post will be evaluated in accordance with the adopted local authority job evaluation scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from persons engaged by the Pay Panel.
- 8.2. The Headteacher, in consultation with the Chair of the Pay Panel, will determine the appropriate point on the evaluated range having regard to:
- Relevant qualifications and/or competencies; and
  - Recruitment/retention needs of the school in respect of the post.

### **The decision of the Headteacher will be reported to the Pay Panel.**

- 8.3. If at any time the Headteacher, in consultation with the Chair of the Pay Panel, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities permanently, the job description may be re-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 will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with Local Authority's policy. The new salary level will be reported to the Pay Panel at its next meeting.
- 8.4. The Headteacher will make any recommendation to the Pay Panel in respect of the salary of any member of the support staff to take effect annually. Where the Headteacher considers it appropriate, a recommendation to the Pay Panel that a named member/s of the support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Pay Panel's decision or as a 1/12 increase in monthly salary over the next year.
- 8.5. If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. If a member of the support staff decides to appeal against a decision of the Pay Panel, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.5 above.
- 8.6. Support Staff pay scales are set out in Appendix H.

## **9. Apprentices**

- 9.1. Apprentices will **not** be paid with in line with Appendix E or H, rather the rates of pay will be determined with reference to the Government's statutory minimum rates for apprentices that take into account the apprentices age and the year of their apprenticeship.

## **10. Salary Sacrifice Scheme**

- 10.1. The Pay Panel will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Local Authority in the case of Maintained Schools, from which teachers or support staff employed in the School benefit where there is no additional cost to the Pay Panel's budget.\*

## **11. Review of the Policy**

- 11.1. The Pay Panel will review this policy annually, or on any occasion when it is requested to do so by the Headteacher.
- 11.2. The Pay Panel will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy, where changes are made that affect the application of the policy.
- 11.3. However, where amendments to the policy are made that do not affect the application of the policy, these changes will not be consulted on. The revised document will be circulated to staff.

\*Pay Bodies should be aware that there may be a cost if they continue to operate the salary sacrifice childcare voucher schemes established prior to 5 October 2018 when an employee in receipt of childcare vouchers is on maternity leave and is no longer receiving contractual pay.

# **Appendix A: Procedure for a Review of a Salary Determination by the Pay Panel of the Pay Panel**

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

## **1. Case for the Employee**

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Presents the employee's written application for review.
- b) The members of the Pay Panel may ask questions of the employee.

## **2. The Chair of the Pay Panel:**

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Pay Panel 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 members of the Pay Panel, and the employee or representative.

## **3. Summing Up and Withdrawal**

- a) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- b) All persons other than the members of the Pay Panel and the adviser (See note 5 below) are then required to withdraw.

## **4. Pay Panel Decision**

- a) The Pay Panel and the person who is advising, (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 both parties.
- b) The Chair of the Pay Panel will announce the decision of the review to the employee, which will be confirmed in writing within five working days.

**Notes:**

1. For the purposes of the review, the Pay Panel and the employee will have the following documents:
  - The written statement of reasons for the recommendation/decision 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 2.8 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 Pay Panel 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 Pay Panel and by the employee or their representative. The Headteacher (or governor) may **not** be involved in the decision of the Pay Panel.
3. Where the Headteacher has asked for the review, the Pay Panel may ask the Chair of the Pay Panel or a representative of the governors referred to in 2.20 above to be present.
4. The Pay Panel may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

## **Appendix B: Procedure for an Appeal against a Salary Decision of the Pay Panel to the Review Appeal Committee of the Pay Panel**

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

### **1. The Appeal of the Employee**

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Pay Panel and then members of the Review Appeal Committee may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Pay Panel and then by the Review Appeal Committee.

### **2. The Response of the Pay Panel**

The representative of the Pay Panel:

- 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 Pay Panel previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Pay Panel.
- 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 their representative and then by the Review Appeal Committee.

### **3. Summing Up and Withdrawal**

- a) The representative of the Pay Panel has the opportunity, to sum up, if they so wish.
- b) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- c) All persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

### **4. Review Appeal Committee Decision**

- a) The Review Appeal Committee and adviser 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 Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

**Notes:**

1. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
  - The written statement of reasons for the Pay Panel decision was 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 2.8 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 Pay Panel representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Pay Panel. 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 Pay Panel may call the Chair of Governors and/or one of the governors referred to in paragraph 2.20 of the policy above as a witness.
4. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Panel.

## **Appendix C: Access to the Teacher's Upper Pay Range**

The appendix should have been completed for the Pay Policy. If this is the case then the appendix will only require a review to ensure that the policy is fit for its purpose and is being applied fairly and consistently. For reference, the issues which the Pay Panel had to decide previously are set out below.

This appendix should set out how the Pay Panel will define “highly competent” and “substantial and sustained”. The Pay Panel is advised to refer to the DfE guidance, ‘Implementing Your School’s Approach to Pay’, for advice.

It is advised that the appendix identifies;

- The date/dates by which an application should be made
- To whom the teacher should give the application
- The evidence the application should contain and over what period the evidence should relate
- The format of the application
- By whom and how the application will be assessed
- By then the applicant will know the outcome
- What level of pay progression does the Pay Panel's policy allows for a successful application, i.e. will a successful applicant be paid at the minimum of the upper pay range or any point above that
- If there is a range of points on which a successful applicant can be paid the policy will need to include;
  - The range of salaries available
  - Who has delegated authority to decide the salary to be paid to the successful applicant
  - The criteria to determine how the delegated authority may be exercised
  - To whom the outcome of the delegated decision shall be reported

## **Appendix D: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range**

The Pay Panel will need to consider whether paragraph 9.3 of the STPCD applies to the circumstances of the Headteacher.

The maximum of the Deputy Headteacher and Assistant Headteacher must not exceed the maximum of the HTG.

Changes to the determination of leadership group pay under the STPCD (paragraphs 4 to 11) should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed after that date.

The Pay Panel may choose to review the pay of all of its leadership posts under these arrangements, if they determine that this is required to maintain consistency, either with pay arrangements for new appointments to the leadership group made on or after 1st September 2014 or with pay arrangements for a member or members of the leadership group whose responsibilities significantly changed on or after that date.

Under the STPCD, the Governing Body, in deciding the implementation of the arrangements above, may determine the extent and the size of the salary ranges for the Headteacher's pay range (HTPR), the Deputy Head and Assistant Head.

Questions for the Pay Panel:

Is the Pay Panel intending to appoint a new member of the leadership group, or amend the salary where a leadership post has significantly changed on or after 1 September 2014, and re-determine the salary?

If the answer is no, then the Pay Panel should confirm the leadership pay ranges as indicated above.

If the answer is yes then the Pay Panel must decide:

- a) Within which HTG will the HTPR be set?
- b) How many consecutive points will be in the HTPR?
- c) How many consecutive points will be in the deputy/assistant head ranges?
- d) Will this be the same for all deputy/assistant head ranges?
- e) Are there exceptional circumstances so that the deputy/assistant head ranges overlap the HTG?
- f) What parameters will the Pay Panel identify for the point on which a newly appointed member of the leadership group may be paid?
- g) Under what circumstances, if any, will the Pay Panel consider paying the Headteacher a salary up to 25% above the maximum of the HTG?
- h) What recommendations will the Pay Panel consider regarding the number of points progression for the Headteacher, deputy and assistant heads following a successful performance review?

The Pay Panel may decide to review the salary arrangements for the leadership group at any time.