



## PAY POLICY

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## **1.0 Introduction**

This policy sets out the framework for making decisions on teachers' and support staff pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) (the Document) and statutory guidance. School Support Staff are paid in line with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

This policy will be used in conjunction with the adopted Appraisal Policy. This policy will be reviewed every year, or when other changes occur to the Document, to ensure that it reflects the latest legal position.

The recognised Trade Unions have been consulted on this policy at regional level. The relevant body will ensure that their final adopted policy has been through appropriate consultation with both staff and their local representatives.

All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability. All pay related decisions are taken in compliance with

- The Equality Act 2010;
- 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 Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

In adopting this policy, the aim of The Pioneer Academy is to:

- maximise the quality of teaching and learning;
- support the relevant improvement/development plan and recent self-evaluation;
- support the recruitment and retention of a high quality teacher workforce;
- enable the school to recognise and reward teachers appropriately for their contribution to the school;
- ensure that decisions on pay are managed in a fair, just and transparent way.

Pay decisions at The Pioneer Academy will be made by the CEO/Head Teacher in conjunction with the relevant pay committee.

## **2.0 Pay Reviews**

The process for making decisions on the pay of teachers within the academy is as follows.

The delegation (appropriate body) for pay review decisions are:

- individual school level: agreed by the Head Teacher and ratified by the School Board
- Head Teachers: agreed by the CEO and ratified by the Pay Committee
- central level: agreed by the CEO and ratified by the Pay Committee
- CEO: agreed by the Pay Committee and ratified by the Remuneration Committee.

The appropriate body will ensure that every teacher's salary is reviewed annually with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Where a pay determination leads to or may lead to the start of a period of safeguarding, those affected must receive the required notification as soon as possible and no later than one month after the date of the determination.

## **3.0 Pay Determinations on Appointment**

The following arrangements will be applicable to any determinations made regarding an appointment from 1st September 2020.

Where a position within an individual school becomes vacant the Head Teacher, with support from the appropriate body, will review the existing pay range (if applicable) prior to the advertisement to establish whether this is appropriate for the post in question.

Where a position within the central team, the CEO, with support from the appropriate body, will review the existing pay range (if applicable) prior to the advertisement to establish whether this is appropriate for the post in question.

Pay determinations to all posts and/or pay ranges will be made taking the following into consideration (remove any which will not be considered):

- the teacher's existing pay point, though this will not automatically be matched if joining from another school
- the nature and/or requirements of the post
- the level of qualifications, skills and experience required for the post
- the level of qualifications, skills and/or experience gained

- market conditions
- the wider school/college/service context

### 3.1 Pay Range for the CEO, Head Teachers, Central Head of Departments, Deputy Head Teachers and Assistant Head Teachers

The pay range will be calculated in accordance with the TPA pay matrix (appendix 1), agreed by the Trust Board.

### 3.2 Main Pay Range for Teachers

The main pay range within this academy is a six point range with reference points as detailed on the following table:

Reference points	Annual salary (outer London)	Annual salary (fringe)
1	£29,915	£26,948
2	£31,604	£28,828
3	£33,383	£30,883
4	£35,264	£32,999
5	£38,052	£35,307
6	£41,136	£38,174

### 3.3 Upper Pay Range for Teachers

The upper pay range within this academy is a three point range with reference points as detailed on the following table

Reference points	Annual salary (outer London)	Annual salary (fringe)
1	£42,559	£39,864
2	£44,133	£41,295
3	£45,766	£42,780

A teacher will be paid on the upper pay range where they:

- were employed as a post-threshold (upper pay spine) teacher in this academy upon conversion;  
or
- applied to be paid as a post-threshold teacher in that school and that application was successful;  
or
- apply to the academy to be paid on the upper pay range and their application is successful.

In the case of teachers who are paid on the upper pay range by virtue of sub paragraphs a) or c), the relevant body must determine where within the upper pay range the teacher's annual salary will be

fixed. In the case of teachers who are paid on the upper pay range by virtue of b), payment is to be made on the minimum of the upper pay range.

### **3.4 Pay Range for Leading Practitioners**

It is not the intention of The Pioneer Academy to create a leading practitioner role at this time but the The Pioneer Academy will keep this under review.

### **3.5 Pay Range for Instructors and Overseas Trained Teachers**

The pay range for instructors and overseas trained teachers is determined on the unqualified teacher scales which consists of a six point range with reference points as detailed on the following table:

<b>Reference points</b>	<b>Annual salary (outer London)</b>	<b>Annual salary (fringe)</b>
1	£21,582	£19,363
2	£23,934	£21,473
3	£25,808	£23,586
4	£27,925	£25,699
5	£30,036	£27,811
6	£32,151	£29,924

It should be noted that from April 2012 teachers who were qualified in Australia, New Zealand, USA and Canada can convert this to QTS without the need for induction and should be treated for this purpose as a qualified teacher, if the qualification is recognised by the Department for Education.

### **4.0 Teacher Pay Progression Based on Performance**

In this academy all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the Academy's Appraisal Policy.

Decisions regarding pay progression will be made only with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

Pay progression is not automatic and it will be possible for a 'no progression' determination to be made without recourse to the capability policy. However, those subject to formal capability proceedings during the appraisal review period will be deemed unsatisfactory performers and will not therefore meet the requirements for pay progression. In the event that a teacher is unlikely to meet the criteria for pay progression they can expect to be alerted to this and given support to improve their performance.

To be fair and transparent, assessments of performance will be properly rooted in evidence. Please see the academy Appraisal Policy for further details.

The Trust Board recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-Time Workers (Prevention of Less Favourable Treatment)

Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and ensures that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

Pay decisions take account of the resources available to the academy. The academy staffing structure supports the improvement plans. The Trust Board exercises its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in academy pay decisions.

In this academy, judgments of performance will be made by evidence based assessment against objectives and the relevant teachers' standards.

The evidence that will be used to inform pay progression or otherwise is detailed in the Appraisal Policy.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether to accept a pay recommendation will be made by the appropriate body having regard to the appraisal report and taking into account advice from the Head Teacher and Senior Leadership Team. The Resources Committee will ensure that appropriate funding is allocated for pay progression at all levels.

In this academy teachers will be eligible for pay progression in line with the following:

#### **4.1 Pay Progression for the CEO**

The CEO must demonstrate sustained high quality of performance in respect of the strategic plan, and is subject to a review of the totality of their performance as agreed with their appraiser(s) as part of their annual appraisal before any discretionary pay increases can be awarded, including any annual bonuses agreed in accordance with the TPA pay matrix.

Annual pay progression within the pay range for this post is not automatic. Any progression is normally by one point, but the CEO and the appropriate body may consider movement by two points in exceptional circumstances, where all objectives have been exceeded or where performance has exceeded expectations as part of the appraisal review.

#### **4.2 Pay Progression for Head Teachers**

The Head Teacher must demonstrate sustained high quality of performance in respect of academy leadership and management and pupil progress, and is subject to a review of the totality of their performance as agreed with their appraiser(s) as part of their annual appraisal before any discretionary pay increases can be awarded, including any annual bonuses agreed in accordance with the TPA pay matrix.

Annual pay progression within the pay range for this post is not automatic. Any progression is normally by one point, but the CEO and the appropriate body may consider movement by two points in exceptional circumstances, where all objectives have been exceeded or where performance has exceeded expectations as part of the appraisal review.

#### **4.3 Pay Progression for Central Heads of Department**

The Head of Department must demonstrate sustained high quality of performance in respect of academy leadership and management and pupil progress, and is subject to a review of the totality of their performance as agreed with their appraiser(s) as part of their annual appraisal before any discretionary pay increases can be awarded, including any discretionary bonuses agreed.

Annual pay progression within the pay range for this post is not automatic. Any progression is normally by one point, but the CEO and the appropriate body may consider movement by two points in exceptional circumstances, where all objectives have been exceeded or where performance has exceeded expectations as part of the appraisal review.

#### **4.4 Pay Progression for Deputy Head Teachers and Assistant Head Teachers**

The Deputy Head Teacher/Assistant Head Teacher must demonstrate sustained high quality of performance in respect of academy leadership and management and pupil progress, and is subject to a review of the totality of their performance as agreed with their appraiser as part of their annual appraisal before any discretionary pay increases can be awarded.

Annual pay progression within the pay range is not automatic. Any progression will normally be by one point, but the Head Teacher and appropriate body may consider movement by two points in exceptional circumstances, where all objectives have been exceeded or where performance has exceeded expectations as part of the appraisal review.

#### **4.5 Pay Progression for Teachers on the Upper Pay Range**

For teachers on the Upper Pay Range, progression of one reference point is normally considered after two successful appraisals which demonstrate that the teacher is highly competent in all elements of the relevant standards; and the teacher's achievements and contribution to the school are substantial and sustained (see the paragraph entitled 'The Assessment' for appropriate definition of these terms).

Annual pay progression within the pay range for these posts is not automatic. The appropriate body may consider progression of more than one reference point and/or progression after one year where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

#### **4.6 Pay Progression for Teachers on the Main Pay Range**

Pay progression takes into account the totality of a teacher's performance and not just whether s/he has met appraisal objectives. Progression depends on:

- Successfully meeting the relevant Teacher Standards.
- Demonstration, via the appraisal process, of a sustained level of performance that meets the academy's expectations for that level of post.

Annual pay progression within the pay range for these posts is not automatic. The Head Teacher may decide to award progression of one reference point for sustained, high quality performance in line with the academy's expectations where the above conditions have been satisfied. Alternatively the appropriate body may consider progression of more than one reference point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

#### **4.7 Pay Progression for Unqualified Teachers**

Unqualified teachers must demonstrate sustained high quality of performance in respect of their agreed performance objectives and relevant standards.

Annual pay progression within the pay range for these posts is not automatic. The Head Teacher may decide to award one reference point for sustained, high quality performance in line with the academy's expectations where the above conditions have been satisfied. Alternatively the appropriate body may consider progression of more than one reference point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

## **5.0 Movement on to the Upper Pay Range**

### **5.1 Applications and Evidence**

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications for movement on to the upper pay range will only be accepted once a year. The deadline for receipt of applications is 31 October in the relevant year.

Applications must be submitted to the Head Teacher.

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

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the previous two years in the form of completed appraisals.

Teachers who have been on long term absence will be considered for progression on to the upper pay range on the basis of the evidence that does exist, even though that may not be from consecutive review periods, provided it is sufficient to meet the criteria above.

### **5.2 The Assessment**

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

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

For the purposes of this Pay Policy:

- 'highly competent' means: performance which is not only good but demonstrates that the teacher is able to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice;
- 'substantial' means: of real importance, validity or value to the school; plays a critical role in the life of the school; able to be a role model for teaching and learning; make a distinctive

contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and

- 'sustained' means: maintained continuously over a period of two school years.

The application will be assessed by the Head Teacher and the final ratification will be by the Resources Committee.

### **5.3 Processes and Procedures**

From the point of receipt, an application will be assessed within 15 working days.

If successful, the applicant will receive a response to their application within 20 working days of the assessment and will move to the upper pay range from 1 September in the relevant year.

If unsuccessful, verbal confirmation of the decision will be given within 15 days of the assessment. Written feedback will be provided by the Head Teacher/ within 20 working days of the decision.

Any appeal against a decision not to move the teacher to the upper pay range will be considered in line with the pay appeal procedure in appendix 2 of this policy.

## **6.0 Allowances and Payments**

### **6.1 Teaching and Learning Responsibility Payments (TLRs)**

The appropriate body may award a TLR to a classroom teacher for undertaking one-off additional responsibilities in the context of the school's staffing structure, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

The Pioneer Academy has determined for one-off responsibilities, the following fixed term TLR values\*:

- TLR 3a min £555
- TLR 3 max £2,757

\* The above TLR values are the 2019/20 values and may therefore vary from year to year

The appropriate body may award a TLR to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

At this school, the pay panel has determined the following TLR values\*:

- TLR 2a min £2,796
- TLR 2b max £6,829

\* The above TLR values are the 2019/20 values and may therefore vary from year to year

Before awarding TLR values, the appropriate body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that such responsibility:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil attainment and pupil progress across the curriculum, or to lead, manage and develop a team of colleagues;
- has an impact on the education progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff.

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the above criteria and factors.

## **6.2 Special Educational Needs Allowance**

Where a SEN allowance is to be paid the appropriate body must determine the spot value of the allowance which will be between £2,209 and £4,359. The determination will be dependent upon:

- whether the post requires a mandatory qualification,
- the qualifications and expertise of the teacher relevant to the post, and
- the relative demands of the post.

## **6.3 Additional Allowances for Unqualified Teachers**

The appropriate body may determine an additional allowance as it considers appropriate, where in the context of its staffing structure and Pay Policy a teacher has:

- taken on a sustained additional responsibility which is:
  - focused on teaching and learning; and
  - requires the exercise of a teacher's professional skills and judgement
- qualifications or experience which bring added value to the role he/she is undertaking. Where an unqualified teacher is in receipt of an additional allowance awarded under a previous document, the relevant body must re-determine that allowance in accordance with the above criteria.

Unqualified Teachers may not hold a TLR or SEN allowance.

## **6.4 Safeguarding for Unqualified Teachers**

Any safeguarded sum applied to an unqualified teacher will be paid in accordance with paragraph 29 of the STPCD 2013.

## **6.5 Additional Payments**

The Committee may not make such payments as they see fit to a teacher, including the Headteacher, in respect of:

- continuing professional development undertaken outside of the school day
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- participation in out-of-hours learning activity agreed between the Teacher and the Headteacher

or, in the case of the Headteacher, between the Headteacher and the relevant body

- any additional responsibilities and activities due to, or in respect of the provision of services by the Head Teacher relating to the raising of educational standards to one or more additional schools.

## **6.6 Recruitment and Retention Incentives and Benefits**

It is widely recognised that recruitment for teachers is increasingly more challenging, with competition offering higher levels of pay, additional staff benefits, and other recruitment incentives.

A recruitment incentive payment will be open to all existing employees of The Pioneer Academy, and applicable to vacant teacher posts that are being externally advertised. Internal applicants for the post will *not* therefore be eligible for the payment.

The payment is understood as a recruitment incentive to secure an appointment to any teaching post.

Each recruitment incentive payment will normally be worth a maximum of £500. Should more than one existing employee recommend an applicant, this amount will be shared equally.

Any recruitment incentive payment will become payable, subject to all satisfactory recruitment checks, on the day the new member of staff starts.

Payment is made through the employee's salary. It is subject to both tax and national insurance contributions but is not pensionable or consolidated, and will be shown as a separate entry on the pay slip.

The incentive payment will be pro rata for all part time appointments.

## **6.7 Honoraria**

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

## **7.0 Part Time Teachers**

Teachers employed on an on-going basis but who work less than a full working day or week are deemed to be part time. The standard mechanism used to determine their pay will be based on the pro-rata comparison with the academy's timetabled teaching week for a full-time teacher in an equivalent post.

## **8.0 Short Notice / Supply Teachers**

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to arrive at the hourly rate.

Teachers should be paid for all the hours they are required to be on the premises. Allowance should be made for non-contact time. Before any supply teacher undertakes work, the number of hours for which they are to be paid will be agreed with the Head Teacher.

When a supply teacher is employed to cover the same post for a continuous period of 4 weeks or more,

he or she will be paid on the basis of 6.5 hours per day and may be expected to undertake the full range of duties of the teacher who is being replaced.

The academy will confirm with the supply teacher the hours to be worked and the teacher asked to sign to confirm for how many hours he or she will be paid and a written record maintained in case of a future query.

### **9.0 Pay Increases Arising from Changes to the Document**

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

### **10.0 Pay Policy Relating to Support Staff**

All support staff are paid in accordance with the provisions of the National Joint Council (NJC) for Local Government Services as updated from time to time and HAY terms and conditions. A copy of the latest version may be found in each school office.

All pay-related decisions are made taking full account of the school improvement plan and performance management policy. Support staff and unions have been consulted on this policy. All pay related decisions are taken in compliance with The Employment Rights Act 1996, The 1997 Single Status Agreement, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, the Employment Equality (Age) Regulations 2006, Equality Act 2006, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003, Equality Act (sexual orientation) Regulations 2007, and the Equality Act 2010.

The process for making decisions on the pay of support staff at the school is as follows.

#### **10.1 Pay Reviews**

The appropriate body will ensure that every member of support staff's salary is reviewed with effect from 1 September. 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.

The appropriate body will agree arrangements for the review and development of all support staff in the school and will ensure that resources for training and development are shared appropriately amongst all employees and occupational groups as part of the Performance Management process.

#### **10.2 General Principles**

The appropriate body dealing with pay will apply the provisions of the National Joint Council (NJC) for Local Government Services – National agreement on pay and conditions of service.

The Head Teacher will be responsible for notifying members of staff and any external HR or payroll provider of decisions of the appropriate body regarding pay progression.

The Trust Board is responsible for the implementation and review of this policy upon recommendations by the appropriate body for dealing with pay. Staff will be consulted prior to implementation of the policy and any subsequent amendments. Individual pay decisions are delegated to the appropriate body dealing with pay.

### **10.3 Appeals**

The appeals procedure for support staff can be found at Appendix 3.

### **10.4 Additional Payments**

#### **Out-of-School Activities**

Support staff who agree to provide activities outside of the normal school hours and whose salary range does not take account of such activity will be entitled to a payment based on the job evaluation of the post,

Activities that may attract payment include:

- Breakfast clubs, homework clubs, summer schools (study support, literacy and gifted and talented,
- Sporting activities,
- Clubs linked to curricular, arts and hobby interests.

#### **Honoraria**

Terms and conditions allow for honoraria to be paid to support staff in particular circumstances for:

- a) Undertaking a percentage of a Higher Graded Post
- b) Undertaking duties outside scope of own post and/or responsibilities are 'exceptionally onerous'

The award of honoraria to support staff is delegated to the Head Teacher and will be reported to the appropriate body committee dealing with pay.

### **10.5 Opportunities for progression**

The appropriate body will ensure that access to promotion is available to all employees through the advertising of all promotion opportunities including the award of additional responsibilities, unless exceptional circumstances dictate otherwise.

### **10.6 Pensions**

The appropriate body will not promote staff through the grading system or use pay flexibilities to boost employees' pensions.

### **10.7 Monitoring the Impact of the Policy**

The Trust Board will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of support to assess its effect and the school's continued compliance with equalities legislation

**Appendix 1 – The Pioneer Academy pay matrix**

	<b>Banding</b>		<b>Salary</b>	
	<b>Min</b>	<b>Max</b>	<b>Min</b>	<b>Max</b>
<b>HoS</b>				
PAN up to 300	L15	L19	£62,926	£69,087
PAN up to 400	L17	L21	£65,921	£72,383
PAN up to 550	L18	L22	£67,496	£74,090
PAN up to 650 (fringe)	L20	L24	£68,536	£75,466
PAN up to 650	L20	L24	£70,713	£77,643
PAN up to 750	L21	L25	£72,383	£79,489
Central	L15	L19	£62,926	£69,087

<b>HT</b>				
PAN up to 300	L19	L23	£69,087	£75,842
PAN up to 400	L21	L25	£72,383	£79,849
PAN up to 550	L22	L28	£74,090	£85,290
PAN up to 650 (fringe)	L24	L29	£75,466	£85,139
PAN up to 650	L24	L29	£77,643	£87,316
PAN up to 750	L25	L29	£79,489	£87,316
Central	L19	L23	£69,087	£75,842

	<b>Banding</b>		<b>Salary</b>	
	<b>Min</b>	<b>Max</b>	<b>Min</b>	<b>Max</b>
<b>DHT</b>				
PAN up to 300	L6	L10	£51,082	£56,072
PAN up to 400	L6	L12	£51,082	£58,688
PAN up to 550	L6	L13	£51,082	£60,073
PAN up to 650 (fringe)	L6	L13	£48,901	£57,890
PAN up to 650	L6	L15	£51,082	£62,926
PAN up to 750	L6	L16	£51,082	£64,514
Central	L6	L16	£51,082	£64,514

	<b>Banding</b>		<b>Salary</b>	
	<b>Min</b>	<b>Max</b>	<b>Min</b>	<b>Max</b>
<b>AHT</b>				
PAN up to 300	L2	L5	£46,061	£49,919
PAN up to 400	L2	L5	£46,061	£49,919
PAN up to 550	L2	L5	£46,061	£49,919
PAN up to 650 (fringe)	L2	L5	£44,415	£47,737
PAN up to 650	L2	L5	£46,061	£49,919
PAN up to 750	L2	L5	£46,061	£49,919

## **Appendix 2: Teaching Staff (including all staff paid on Leadership Scale) Appeals Procedure**

### **Grounds for Appeal**

The appeals procedure is only concerned with matters specific to the individual and which relate to their final assessment. Two grounds of appeal are allowed:

- that the content of the relevant documentation does not accurately reflect the year's performance.
- that the award is inconsistent with the documentation.

The appeal must be submitted in writing to the Clerk within ten working days of the individual being formally notified of the decision arising from the annual performance management assessment.

An appeal may be lodged by the individual or on their behalf by an appropriate trade union. Anyone has the right to be accompanied at the appeal hearing by a fellow worker or trade union representative.

### **Appeal Hearing**

The appeal will generally be heard by a panel of Governors which will have delegation of appeal under the schools terms of reference. A Human Resources Adviser will also attend the appeal hearing.

The Governors hearing the appeal will hear the case from the individual or their representative, and the response from the Headteacher/ Chair of the panel who made the decision.

The Panel's decision will be made in writing within five working days of the date of the hearing. The decision reached will be final.

The timescales contained within this appeals procedure may be varied by mutual consent, for example where the Panel of Governors hearing an appeal need to undertake further investigations that cannot be completed within the timescale prescribed. Details of any extension will be communicated to the individual and (where applicable) their representative.

## **Appendix 3 – Support Staff Appeals Procedure**

### **Grounds for Appeal**

The appeals procedure is only concerned with matters specific to the individual and which relate to their final assessment. Two grounds of appeal are allowed:

- that the content of the relevant documentation does not accurately reflect the year's performance.
- that the award is inconsistent with the documentation.

The appeal must be submitted in writing to the Clerk within ten working days of the individual being formally notified of the decision arising from the annual performance management assessment.

An appeal may be lodged by the individual or on their behalf by an appropriate trade union. Anyone has the right to be accompanied at the appeal hearing by a fellow worker or trade union representative.

### **Appeal Hearing**

The appeal will generally be heard by a manager at the school. A Human Resources Adviser will also attend the appeal hearing.

The manager hearing the appeal will hear the case from the individual or their representative, and the response from management.

The manager's decision will be made in writing within five working days of the date of the hearing. The decision reached will be final.

The timescales contained within this appeals procedure may be varied by mutual consent, for example where the manager hearing an appeal needs to undertake further investigations that cannot be completed within the timescale prescribed. Details of any extension will be communicated to the individual and (where applicable) their representative.