



Durham Johnston

# **POLICY FOR THE DETERMINATION OF TEACHERS' PAY**

## **2017-2018**

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# Policy for the Determination of Teacher' Pay

**This document is an adjunct to the Appraisal Policy which will be reviewed in the autumn term of 2016. It should be read in conjunction with it.**

## 1. INTRODUCTION

This policy should be read in conjunction with the provisions of the schools current Teacher Pay Policy and sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School teachers' pay and conditions document 2016 and guidance on school teachers' pay and conditions (STPCD) and has been consulted on with staff and the recognised trade unions.

In adopting this pay policy we aim to fulfil the aims of the school plan for academic excellence, social justice and preparing children for a global future.

In pursuance of this we wish to

- maximise the quality of teaching and learning at Durham Johnston
- support the recruitment and retention of high quality teachers
- enable Durham Johnston to recognise and reward teachers properly
- ensure that decisions about pay are managed fairly, justly and transparently.

Pay decisions at this school are made by the First (Pay Review) Committee of the Governing Body.

## 2. PAY REVIEWS

The Governing Body will seek to ensure that each teacher's salary is reviewed annually, with effect from 1 September 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 or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

## 3. BASIC PAY DETERMINATION ON APPOINTMENT

The Governing Body will determine the pay range for a vacancy prior to advertising it. In this school full account will be taken of a candidate's current teaching salary and experience when assessing the starting salary. On appointment the Governing Body will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body will take into account a range of factors, including:

- a. The candidate's current teaching salary
- b. the nature of the post
- c. the level of qualifications, skills and experience required

d. the wider school context

This school will adopt the following pay scale, and will be bound by STRB pay recommendations:

ASSOCIATE TEACHERS	SEPTEMBER 2016
PT 1	16,626
PT 2	18,560
PT 3	20,492
PT 4	22,426
PT 5	24,361
PT 6	26,294

MAIN PAY RANGE	SEPTEMBER 2016
M1	22,692
M2	24,485
M3	26,454
M4	28,489
M5	30,733
M6b	33,492

UPPER PAY RANGE	SEPTEMBER 2016
UPR1	35,926
UPR1+	36,591
UPR2	37,257
UPR2+	37,945
UPR3	38,633

Durham Johnston will not restrict the pay range advertised for or starting salary and pay progression prospects available for teaching posts, other than the minimum of the MPS and the maximum of the UPR.

Durham Johnston will always take a candidate's previous salary and experience into account when setting a salary on recruitment.

### TLR 1 and 2

In this school, TLR 1 and 2 posts will be established and distributed in accordance with STPCD and the staffing structure agreed by Finance, Grounds, Premises and HR Committee. Allowances for TLR 1 and 2 this academic year also receive a 1% uplift.

TLRs	September 2016
1d	13,025
1c	11,248
1b	9,473
1a	7,697
2c	6,512
2b	4,442
2a	2,665

### **TLR 3 Teaching & Learning Responsibility Payment**

TLR3 allowances will be made available to classroom teachers who undertake a clearly time-limited non-recurrent school improvement project where there is a clearly identified need and the project is required for the fulfilment of the School Plan. Awards of TLR3 will therefore only be made on occasion and when appropriate.

The annual value of any TLR3 paid will be between £500 and £2,500 per annum, paid pro-rata for the duration of the fixed-term. This will be based on the complexity and duration of the school improvement project and be made clear when the post is advertised.

The duties undertaken will be focused on teaching and learning and meet the same criteria as for existing TLR payments, but without the leadership responsibilities.

A TLR 3 post holder will be notified in writing of the remit of the post, the value of the TLR, the expected outcomes of the project prior to the start of the work and its duration.

### **Leading Practitioner Teachers**

Teachers holding a role as Leading Practitioner will be appointed on an individual pay scale and awarded pay progression after each successful appraisal within this pay scale.

	<b>September 2017 Leading Practitioners</b>
1	39,374
2	40,360
3	41,367
4	42,400
5	43,453
6	44,635
7	45,742
8	46,797
9	47,966
10	49,197
11	51,126
12	52,153
13	52,929
14	54,249
15	55,592
16	57,075
17	58,387
18	60,455

### **Leadership team**

Leadership team members will be appointed on an individual pay scale and awarded pay progression after each successful appraisal within this pay scale (see appendix for all points on spine; these points are for senior leaders in the current school structure).

<b>LEADERSHIP RANGE</b>	<b>SEPTEMBER 2017</b>
L13	52,929
L14	54,249
L15	55,598

L16	57,076
L17	58,387
L18	59,857
L19	61,339
L20	62,861
L21	64,416
L22	66,016
L23	67,651

L33	86,434
L34	88,570
L35	90,773
L36	93,020
L37	95,333
L38	97,691
L39	100,072

#### **Headteacher Groups and Related Pay Ranges – STPCD limits are used**

#### **4. PAY PROGRESSION BASED ON PERFORMANCE**

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 school's teacher appraisal policy.

From September 2014, decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence and a process of continued dialogue, review and support between the Headteacher and staff. The school will ensure fairness by ensuring the appraiser is well equipped to lead and manage the process. Appraisers will be trained for the role and their performance moderated by the Headteacher or members of the Leadership Group. In this school, the Headteacher will take responsibility for monitoring and moderating the consistency of objectives and assessments, and for making the final recommendation to the First (Pay Review) Review Committee.

The evidence we will use for pay progress will be gathered by teacher Appraisal. From September 2014 teachers' appraisal reports will contain pay recommendations.

Final decisions about whether or not to accept a pay recommendation will be made by the First (Pay Review) Review Committee of the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Committee will work with Governors' Finance, Grounds, Premises and HR Committee to ensure that appropriate funding is allocated for pay progression at all levels. If a teacher wishes to appeal against a negative judgement they have the right to state their case at the First Review Committee.

The rate of progression will be differentiated according to an individual teacher's

performance and will be on the basis of absolute criteria. Judgements of performance will be made against the extent to which teachers have met their individual objectives, the Teachers' Standards 2013 and the Standards for the Upper Pay range (formerly known as the Post-threshold or P standards). Teachers will progress to the next level of the discretionary pay scale if they meet the Teachers' Standards 2012 and the Standards for UPR where appropriate, in full.

Judgements of performance will be made against Appraisal objectives, on the understanding that a teacher is already fulfilling the Teachers' Standards 2012 for the main pay scale, and the Standards for UPR. Teachers will receive pay progression subject to Governor approval if they meet those standards and have met Appraisal objectives. Pay progression will be available unless concerns about standards of performance, raised in writing with the teacher during the annual Appraisal cycle, remain unaddressed by the teacher despite support provided by the school.

Teachers will be eligible for 1 point up the discretionary main pay scale, or half a point on the upper pay range if they meet all their objectives and are assessed as fully meeting the relevant standards.

Teachers will be eligible for 2 points up the discretionary main pay scale, or 1 full point at UPS if they exceed all their objectives, are assessed as fully meeting the relevant standards and all of their teaching is consistently assessed as outstanding.

The insertion of half points (shown as 1+ and 2+) on the upper pay scale is new. This facilitates a teacher being able to be assessed for progression every year for 5 years on the UPS.

## **5. MOVEMENT TO THE UPPER PAY RANGE**

### **Applications and Evidence**

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

Applications may be made at least once a year. Applications must be received by 31 October and will be effective from 1 September. In this school applications for progression onto the Upper Pay Spine will be accepted from classroom teachers who are at the top of the main pay scale.

If a teacher is simultaneously employed at another school, he or she may submit separate applications if he or she wishes 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.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including from September 2014 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). Applicants should apply in writing to the Headteacher. Completed applications should contain evidence from two successive successful Appraisals.

### **The Assessment**

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

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

In making its decision the Governing Body will have regard for the two most recent appraisal reviews. Reviews will be deemed successful unless significant concerns have been raised in writing with the teacher during the annual appraisal cycle and have been insufficiently addressed through support provided by the school by the conclusion of that process.

The application will be assessed robustly, transparently and equitably by the Headteacher who will make the initial assessment and recommendation to the First (Pay Review) Review Committee.

## **6. PROCESSES AND PROCEDURES**

The assessment will be made within 10 working days when the applicant will be informed of the date of the next First (Pay Review) Review Committee. If deemed successful by the Pay Review Committee of the Governing Body, all applicants will move to the upper pay range from 1<sup>st</sup> September. All applications will commence at the lowest point of the pay range and will have the opportunity to progress annually in line with the new Regulations. If unsuccessful, feedback will be provided by the Headteacher within 10 working days of the decision. Any further appeal against a decision not to move the teacher to the upper pay range will be heard under the processes of the current Teacher Pay Policy.

## **7. 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. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

## **8. SHORT NOTICE and SUPPLY TEACHERS**

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

## **9. 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 and in accordance with the current School Teacher Pay Policy.

## **10. MONITORING THE IMPACT OF THE POLICY**

The Governing Body will monitor the outcomes and impact of this policy each year, by an Annual Report from the Headteacher to the Governors' First (Pay Review) Review



Committee. This will include trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation. The Headteacher will involve teacher union representatives in this process.

*Please read this in conjunction with the Teachers' Standards 2012 and the Standards for the Upper Pay Range, as used in Teacher Appraisal at Durham Johnston, on the documents used for Appraisal.*

**Michael Wardle**  
**October 2017**