



# LAURUS

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## TRUST

### **Pay Policy**

Author – Mrs G Theobald

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Reviewed by -

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## **STATEMENT OF INTENT**

- 1.1 The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." This pay policy is intended to support that statutory duty.
- 1.2 The Trustees of the Laurus Trust will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

## **EQUALITIES LEGISLATION**

- 2.1 The Trustees will comply with relevant equalities legislation:

Employment Relations Act 1999  
Equality Act 2010  
Employment Rights Act 1996  
The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000  
The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002  
The Agency Workers Regulations 2010  
The Equalities Act 2010  
School Teachers Pay and Conditions Document 2016 (The Document)

- 2.2 The Trustees will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

See 'Trustees obligations' in relation to monitoring the impact of this policy.

## **EQUALITIES AND PERFORMANCE RELATED PAY**

- 3.1 The Trustees will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

## **JOB DESCRIPTIONS**

- 4.1 The Heads of School will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Trustees. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

## **ACCESS TO RECORDS**

- 5.1 The Heads of School will ensure reasonable access for individual members of staff to their own employment records.

## **APPRAISAL**

- 6.1 The Trustees will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the school's appraisal policy). Although the school will establish a firm evidence base in relation to the performance of all teachers', there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.
- 6.2 The Heads of School will moderate objectives to ensure consistency and fairness; the Heads of School will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

## **TRUSTEES OBLIGATIONS**

- 7.1 The Trustees will fulfil its obligations to:

**Teachers:** as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').

**Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) .

- 7.2 The Trustees will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.
- 7.3 The Trustees will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan.
- 7.4 The Trustees will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation

## **HEAD OF SCHOOL OBLIGATIONS**

- 8.1 The Head of School will:

develop clear arrangements for linking appraisal to pay progression for teachers and consult with staff and school union representatives on the appraisal and pay policies;  
submit any updated appraisal and pay policies to the Trustees for approval;  
ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;  
submit pay recommendations to the Trustees and ensure the Trustees has sufficient information upon which to make pay decisions;  
ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

## **TEACHERS' OBLIGATIONS**

- 9.1 A teacher will:

engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;  
keep records of their objectives and review them throughout the appraisal process;  
share any evidence they consider relevant with their appraiser;  
ensure they have an annual review of their performance.

## **DIFFERENTIALS**

- 10.1 Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the Trustees need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **DISCRETIONARY PAY AWARDS**

- 11.1 Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## **SAFEGUARDING**

- 12.1 Where a pay determination leads or may lead to the start of a period of safeguarding, the Trustees will comply with the relevant provisions of the Document in relation to teachers and according to Trustee's decisions for support staff and will give the required notification as soon as possible and no later than one month after the determination.

## **PROCEDURES**

- 13.1 The Trustees will determine the annual pay budget on the recommendation of the pay committee, taking into account any requirements stated in the Document.
- 13.2 The Trustees has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the Head of School and an appropriate member of the Senior Leadership Team, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The Heads of School must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.
- 13.3 No Trustee who is employed to work in the school shall be eligible for membership of this committee.
- 13.4 The Pay Committee will be attended by the Heads of School and an appropriate member of the Senior Leadership Team in an advisory capacity. Where the pay committee has invited external adviser(s) to attend and offer advice on the determination of the Heads of School's pay, that person will withdraw at the same time as the Head of School while the committee reaches its decision. Any member of the committee required to withdraw will do so.

13.5 The terms of reference for the pay committee will be determined from time to time by the Trustees. The current terms of reference are:

to achieve the aims of the whole school pay policy in a fair and equal manner;

to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;

to observe all statutory and contractual obligations;

to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the Trustees;

to recommend to the Trustees the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;

to keep abreast of relevant developments and to advise the Trustees when the school's pay policy needs to be revised;

to work with the Head of School in ensuring that the Trustees complies with the Appraisal Regulations 2012 (teachers).

13.6 The report of the pay committee will be placed in the confidential section of the Trustee's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

## **ANNUAL DETERMINATION OF PAY**

14.1 All teaching staff salaries, including those of the Head of School, Deputy Heads of School and Assistant Heads of School will be reviewed annually to take effect from 1 September.

The Trustees will endeavour to complete teachers' annual pay reviews by 31 October and the Head of School's annual pay review by 31 December. They will, however, complete the process without undue delay.

## **NOTIFICATION OF PAY DETERMINATION**

15.1 Decisions will be communicated to each member of teaching staff by the Heads of School in writing in accordance with the Teachers Pay and Conditions document.

Decisions on the pay of the Head of School will be communicated by the pay committee, in writing, in accordance with the Teachers Pay and

Conditions document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

## **APPEALS PROCEDURE**

- 16.1 Appeals will be handled by a separate Pay Appeals Committee consisting of three Trustees appointed by the Board. The Trustees has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b). It is set out as an appendix to this pay policy.

## **HEAD OF SCHOOL PAY**

### **17.1 Pay on appointment**

For appointments on or after 1 September 2013, the Trustees will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the Head of School (Part 9) and in accordance with the Document:

the pay committee will review the school's Head of School group and the Head of School's Individual School Range (ISR) in accordance with the Document;

if the Head of School takes on permanent accountability for one or more additional schools, the pay committee will set an ISR in accordance with the Document.

the pay committee will have regard to the provisions of the Document and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;

the pay committee will exercise its discretion under the Document and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.

the pay committee will consider exercising its discretion to award a discretionary payment under the Document where the Trustees consider the school would have difficulty recruiting to the vacant Head of School post;

the pay committee will consider the need to award any further discretionary payments to a Head of School in line with the Document;

The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in the Document. However, before agreeing to do so, it will seek the agreement of the Pay Appeals Committee which in turn will seek external independent advice before providing such agreement.

## **17.2 Serving Heads of School**

The CEO will determine the salary of a serving Head of School in accordance with the Document.

the pay committee will review the Head of School's pay in accordance with the Document and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the Head of School's most recent appraisal report.

the pay committee may determine the Head of School's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary;

if the pay committee makes a determination to change the ISR, it will determine the Head of School's ISR within the group range for the school, in accordance with the Document;

the pay committee will consider the use of discretionary payments for the purposes of retention.

## **DEPUTY/ASSISTANT HEADS OF SCHOOL**

### **18.1 Pay on appointment**

The Trustees will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

the pay committee will determine a pay range in accordance with the Document, taking account of the role of the deputy/assistant Head of School set out in the Document;

the pay committee will record its reasons for the determination of the Deputy/Assistant Head of School pay range, in accordance with the Document;

the pay committee will exercise its discretion under the Document, and pay any of the bottom three points on Deputy Head of School pay range, in order to secure the appointment of its preferred candidate.

the pay committee will exercise its discretion in accordance with the Document where there are recruitment issues.

## **18.2 Serving Deputy/Assistant Heads of School**

the pay committee will review pay in accordance with the Document and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the Deputy/Assistant Heads of School's most recent appraisal report;

the pay committee will review and, if necessary, re-determine the Deputy/Assistant Head of School pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Head of School;

the pay committee may determine the Deputy Head of School pay range at any time in accordance with the Document pursuant with the discretionary provisions and to maintain differentials;

## **ACTING ALLOWANCE**

- 19.1 Acting allowances are payable to teachers who are assigned and carry out the duties of Head of School, Deputy Head of School or Assistant Head of School in accordance with the Document. The Pay Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of Head of School, Deputy Head of School, or Assistant Head of School, for a period of four weeks or more, will be paid at an appropriate point of the Head of School's ISR, Deputy Head of School range or Assistant Head of School range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

## **CLASSROOM TEACHERS' PAY**

- 20.1 Qualified teachers with QTS will be paid on the Main Pay Range or the Upper Pay Range for exceptional performance.

The Pay Ranges in this school have been divided into progression stages as follows:

Main Pay Range is divided into 6 points The current applicable Main Pay Range can be found at Appendix C

The Upper Pay Range is divided into 5 points. The current applicable Upper Pay Range can be found at Appendix C

## **20.2 PAY ON APPOINTMENT**

The Trustees (Pay Committee) will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the Trustees (Pay Committee) determines, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context;
- the candidate's current salary

The Trustees (Pay Committee) will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

All NQTs will normally start on the minimum point of the pay range, having due regard for the above circumstances.

## **20.3 PAY PROGRESSION BASED ON PERFORMANCE**

Teachers on the Main and Upper and Pay Ranges

The Trustees expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. The appraisal process is progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.

- 20.4 Decisions on performance pay progression will be based on an assessment of the overall performance of the teacher.

A teacher will be eligible for annual performance pay progression where they:

- i. have been assessed as meeting the Teachers' Standards- parts 1 and 2, throughout the assessment period;

As a teacher moves up the main pay range, evidence should show:

a sustained positive impact on pupil progress  
a sustained impact on wider outcomes for pupils  
any improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning  
a sustained contribution to the work of the school  
an increasing impact on the effectiveness of staff and colleagues

**NB Please see Teachers' standards Amplification for detail.**

- ii. have had their teaching assessed as at least good overall during the assessment period;

*Upper Pay Range teachers will be expected to increasingly demonstrate outstanding teaching overall.*

- iii. have been assessed as meeting the requirements of their job description/job role including TLR responsibilities;
- iv. where relevant meet their individual appraisal objectives;
- v. have demonstrated a personal responsibility for identifying and meeting their Professional Learning needs.

**NB** In the case of Newly Qualified Teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

## **Evidence**

The evidence which will be considered in assessing performance will include:

- pupil progress data;
- quality of teaching against the Teachers' Standards, including observed practice;
- self-assessment;
- professional dialogue;
- received feedback;
- appraisal records;
- Professional Learning records.

And in the case of Upper Pay Range teacher, evidence of their contribution beyond their own classroom and their impact on the wider school.

#### **20.5 Decision to progress**

Where all of the performance pay progression criteria set out above are met, the teacher will move up to the next Performance Pay Progression Stage. Consideration may be applied where not all appraisal objectives have been fully met, but significant progress has been made.

If the evidence shows that a teacher has exceptional performance, the Pay committee may consider the use of its flexibilities to award enhanced pay progression.

#### **20.6 Decision not to progress**

Where the performance pay progression criteria above are not met, the teacher will not receive any performance pay progression.

A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.

Where a decision not to progress is made, the teacher will be supported through the appraisal process to improve their performance.

*Consideration will be given to a teacher, who has made good progress on, but not quite achieved, a very challenging objective, has performed better and made a more significant contribution than a teacher who met in full a less stretching objective. Similarly, a teacher may have achieved all their objectives but failed to meet all of the relevant standards.*

The Trustees' Pay Committee will be advised by the Head of School and Leadership Team in making all such decisions.

### **APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE**

- 21.1 From 1 September 2014, any qualified teacher can apply to be paid on the Upper Pay Range. 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 UPR in that school(s). This school will not be bound by any pay decision made by another school.

## 21.2 **Process:**

The closing date for applications is 30<sup>th</sup> September.

The process for applications is:

Complete the school's application form;

Submit the application form and supporting evidence to the Head of School by the cut-off date.

The application form will be assessed which will include a recommendation to the pay committee of the relevant body;

The application, evidence and recommendation will be passed to the Head of School for moderation purposes, if the Head of School is not the assessor;

The Pay Committee will make the final decision, advised by the Head of School;

Teachers will receive written notification of the outcome of their application.

Successful applicants will move to the minimum of the UPR backdated to the 1<sup>st</sup> September.

Unsuccessful applicants can appeal the decision to the Pay Appeals Committee. The appeals process is set out at the back of this pay policy.

## **UPPER PAY RANGE (Exceptional Performance)**

The Pay Committee will determine that one point be awarded to a teacher on the upper pay spine if the Head of School and the Pay Committee are satisfied that, in addition to the eligibility criteria in 20.3

the teacher is consistently highly competent in all elements of the teaching standards; and,  
the teacher's achievements and contribution to the school are substantial and sustained.

## 22.1 **Assessment:**

**Additionally in this school, UPS teachers will be able to demonstrate:**

teaching has been rated at least good overall, with much that is outstanding, over a sustained period;

over a sustained period, an ability to support some pupils to exceed expected levels of progress/achievement;

consistently taking responsibility for identifying and meeting their own professional development needs and using their learning to improve their own practice and pupils' learning;

demonstrate that they have made an impact on the school beyond their own class/group(s) over a sustained period;

demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;

contributing to policy and practice which has improved teaching and learning across the school;

**Sustained means maintained continuously over a period of at least 3 school years.**

## **UNQUALIFIED TEACHERS**

### **23.1 Pay on appointment**

The pay committee will pay an unqualified teacher or a teacher with QLTS on either the unqualified scale or on the M grades, having regard to their qualification and experience.

Teachers with QLTS, initially paid on M grades, will not progress unless they gain QTS and complete a formal NQT year.

## **TEACHING AND LEARNING RESPONSIBILITY PAYMENTS**

24.1 The pay committee may award a TLR to a classroom teacher in accordance with the Document. TLR 1 or 2 will be for clearly defined and sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning.

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.

Current TLR payments can be found at Appendix C

The pay committee may award a TLR3 for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The Trustees will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly installments. No safeguarding will apply in relation to an award of a TLR3.

**SPECIAL NEEDS ALLOWANCE – currently not applicable**

## SUPPORT STAFF

### 26.1 KEY (NATIONAL AND LOCAL) PAY AND CONDITIONS OF SERVICE

The guidelines for Academy Support staff will apply to a Leadership team member who is not a qualified teacher. with the exception of incremental progression which runs September to September and will be agreed by the pay committee.

26.2 **Starting Salaries** – Newly appointed staff will normally commence on the minimum of the scale. They will also be subject to a six-month probation period. In areas of staffing shortage, the Trustees will consider a starting salary above the normal to attract the right candidate.

26.3 **Incremental Progression** – Staff on incremental pay scales will progress through the scale with annual incremental progression until the maximum is reached. Increments are payable on 1<sup>st</sup> April.  
Staff who commence after 1<sup>st</sup> October in any year will receive their next increment six months after the date of commencement.

26.4 **Merit Increments** – The Trustees may award a merit increment in recognition of exceptional performance. In such circumstances staff on the maximum of the scale will be awarded one additional increment above scale.  
Merit increments can only be awarded once, whilst undertaking a particular role.

26.5 **Honoraria Payments** – The Trustees may award honoraria payments for staff undertaking increased responsibilities for a significant temporary period. Such payments will be based on the difference between the two posts salary levels.

26.6 **Overtime/Additional Hours Payments** – Hours worked above 37 will be paid at the appropriate overtime rate or time in lieu if agreed with the Finance Director in advance.

26.7 **First Aid Allowance** – Suitably qualified staff appointed as First Aiders will receive a monthly first aid allowance.

26.8 **Holiday Pay** – Full time Laurus Trust staff will receive a paid holiday entitlement dependent on grade and increased after five years' continuous service as below.

SCP	1-4 years service	5+ years service
1-28	23 days	27 days
LTA-LTB	25 days	27 days
LTC and above	27 days	30 days

## **PART-TIME EMPLOYEES**

27.1 **Teachers:** The Trustees will apply the provisions of the Document in relation to part-time teachers' pay and working time.

27.2 **All staff:** The Head of School and Trustees will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

## **ADDITIONAL PAYMENTS**

28.1 In accordance with the Document, the Trustees may make payments as they see fit to a teacher, including a Head of School in respect of:

professional learning undertaken outside 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-school hours learning activity agreed between the teacher and the Head of School or, in the case of the Head of School, between the Head of School and the Trustees;  
additional responsibilities and activities due to, or in respect of, the provisions of services by the Head of School relating to the raising of educational standards to one or more additional schools.

## **RECRUITMENT AND RETENTION INCENTIVE BENEFITS**

29.1 The Trustees can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive.

The pay committee will consider exercising its powers under the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff including members of the Leadership team and the Heads of School.

## **SALARY SACRIFICE ARRANGEMENTS**

30.1 Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his/her gross salary shall be reduced accordingly, in accordance with the provisions of the Document.

## **APPEALS PROCEDURE**

31.1 Decisions on Performance Pay progression will be based on an assessment of the overall performance of the teacher and these will be communicated with employees.

31.2 An employee may make a formal appeal against a decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.

The grounds of appeals are that the decision maker(s):  
incorrectly applied the provisions of the Teachers' Pay & Conditions Document / national / local terms and conditions or  
failed to have proper regard for statutory guidance; or  
failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence; or  
were biased; or  
otherwise unlawfully discriminated against the employee.

31.3 Appeals will be heard by the Pay Appeals Committee.

The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union.

The procedure for the conduct of the appeal meeting is at Appendix B.

Any written submissions relevant to the appeal, must be circulated to all parties at least 3 working days prior to the meeting.

The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.

The decision of the Trustees Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.

The Head of School shall be entitled to attend, for the purposes of providing information and advice (except in the case of his/her own salary), all proceedings of the Pay Appeals Committee.

The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.

## **APPENDIX A: TERMS OF REFERENCE PAY COMMITTEES**

### **PAY COMMITTEE**

#### **Delegation of Function**

The Trustees shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff

#### **Membership**

The Pay Committee shall consist of at least two named members of the Trustees, none of whom shall be employees or Associate Members.

The Heads of School, and their nominated members of the Leadership Team, may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

#### **Quorum**

Two Trustees

#### **Terms of Reference**

To determine the Pay Policy for the school;

To advise the Trustees on current and future pay level;

To ratify appropriate salary ranges and starting salaries for members of the leadership group;

To ratify annual pay progress for teachers (by week commencing 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.

To approve applications to be paid on the Upper Pay Range

To approve annual pay progress for the Heads of School (by 31 December at the latest), taking account of the recommendation made by the Heads of School's Performance Review Panel, following the annual review.

To determine the application of national inflationary increases as required;

To monitor and report to the full Trustees on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

### **PAY APPEALS COMMITTEE**

**Delegation of Function**

The Trustees shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

**Clerking**

The meeting of the Staff Pay Appeals Committee should be minuted.

**Membership**

The Pay Appeals Committee shall consist of at least three named members of the Trustees, none of whom shall be employees or Associate members or members of the Pay Committee.

The Head of School may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

**Quorum**

Three Trustees

**Terms of Reference**

To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

## **APPENDIX B – PAY APPEALS MEETING PROCEDURE**

The meeting should be attended by the employee, his/her colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The Head of School should attend to provide information and advice (except where s/he is the appellant).

- i. Introductions and opening remarks
- ii. Member of staff and/or representative to present case (and call witnesses if appropriate)
  - a. Pay Committee Representative to ask questions
  - b. Pay Appeals Committee to ask questions
- iii. Pay Committee Representative to respond (and call witnesses if appropriate)
  - a. Member of staff and/or representative to ask questions
  - b. Pay Appeals Committee to ask questions
- iv. Head of School to add any relevant information (where not the appellant)]
- v. Employee or representative to make closing statement
- vi. Both parties withdraw to allow Pay Appeals Committee to consider their decision
- vii. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

## APPENDIX C – APPLICATION TO BE PAID ON THE UPPER PAY RANGE

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

PLEASE COMPLETE THIS FORM AFTER REFERRING TO THE FOLLOWING DOCUMENTATION:

- THE TEACHERS' STANDARDS APPRAISAL

For your application to be successful you must be meeting all the standards to at least an outstanding level and at least 50% to an exceptional level.

Please tick an appropriate box:

UPS 1	<input type="checkbox"/>	£35,571
UPS 1a	<input type="checkbox"/>	£36,071
UPS 2	<input type="checkbox"/>	£36,889
UPS 2a	<input type="checkbox"/>	£37,389
UPS 3	<input type="checkbox"/>	£38,250

## Moving to the Upper Pay Range

### Evidence

- Two most recent PM Reviews – have the targets been achieved and Pathways met?

Key Indicators	Evidence
<p><i>Professional Practice</i> Many aspects of teaching over time are outstanding</p>	
<p><i>Professional Outcomes</i> Significant numbers of pupils make better than expected progress</p>	
<p><i>Professional Relationships</i> Working relationships with colleagues are characterised by an enthusiastic commitment to helping them overcome professional challenges</p>	
<p><i>Professional Development</i> Proactively leads the professional development of others in a way which leads to improved outcomes for pupils</p>	

<p><i>Professional Conduct</i> Meets the standards for professional conduct as set out in the Teachers' Standards and contributes to the wider life of the school in a substantial and sustained manner.</p>	
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**Statement by Subject Leader to verify above evidence**

<b>Subject Leader Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

**Application outcome**

Application outcome <i>(please tick appropriate box)</i>	Approved <input type="checkbox"/>	Declined <input type="checkbox"/>
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**Signature**  
(Gill Theobold, Deputy Headteacher) \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX D – Teachers salary template**

**LAURUS TRUST**

**Teacher's Salary Statement as at 1st January XXXX**

Name

Payroll Number  FTE

Leadership Scale Point	<input style="width: 150px; height: 20px;" type="text"/>
Advanced Skills Teacher Point	<input style="width: 150px; height: 20px;" type="text"/>
Upper Scale Point	<input style="width: 150px; height: 20px;" type="text"/>
Main Scale Teacher Point	<input style="width: 150px; height: 20px;" type="text"/>
Unqualified Teacher Point	<input style="width: 150px; height: 20px;" type="text"/>
End of temporary contract	<input style="width: 150px; height: 20px;" type="text"/>
TLR Point	<input style="width: 150px; height: 20px;" type="text"/>
TLR end date	<input style="width: 150px; height: 20px;" type="text"/>
Any other allowances	<input style="width: 150px; height: 20px;" type="text"/>

Please Note: The salary information below is the pro rata value and is calculated based on the FTE above

Annual Salary (Leadership Pay Spine Teacher)	£
Annual Salary (Advanced Skills Teacher)	£
Annual Salary (Upper Pay Range Teacher)	£
Annual Salary (Main Pay Scale Teacher)	£
Annual Salary (Unqualified Teacher)	£
TLR Amount	£
SEN Amount	£
Other Allowances	
<b>TOTAL SALARY PAYABLE</b>	<b>£</b>

Statement Prepared by ...Nicola Burgess.....

Statement Agreed by .....Gill Theobold.....

on behalf of the Laurus Trust

## APPENDIX E – PAYSCALES AND TLR PAYMENTS

### Main Pay Range

Minimum:	£22,467 (M1)
Performance Progression Stage 1	£24,243 (M2)
Performance Progression Stage 2	£26,192 (M3)
Performance Progression Stage 3	£28,207 (M4)
Performance Progression Stage 4	£30,430 (M5)
Performance Progression Stage 5	£32,660 (M6)
Maximum	£33,160 (M6a)

Upper Pay Range is divided into 5 points

UPS1:	£35,571
UPS1a	£36,071
UPS2	£36,889
UPS2a	£37,389
UPS3	£38,250

### TLR Payments

TLR1a	£12,896.00
TLR1b	£11,134.00
TLR1c	£ 9,377.00
TLR1d	£ 7,620.00
TLR2a	£ 6,447.00
TLR2b	£ 4,543.00
TLR2c	£ 2,637.00

TLR3 range £500 to £2500

## APPENDIX F – LEADERSHIP PAYSCALES

1	£38,984
2	.£39,690
.3	.£40,958
.4	.£41,978
.5	.£43,023
.6	.£44,102
.7	.£45,290
.8	.£46,335
.9	.£47,492
.10	.£48,711
.11	.£49,976
.12	.£51,127
.13	.£52,405
.14	.£53,712
.15	.£55,049
.16	.£56,511
.17	.£57,810
.18	.£59,264
.19	.£60,733
.20	.£62,240
.21	.£63,779
.22	.£65,363
.23	.£66,982
.24	.£68,643
.25	.£70,349
.26	.£72,089
.27	.£73,876
.28	.£75,708
.29	.£77,583
.30	.£79,514
.31	.£81,478
.32	.£83,503
.33	.£85,579
.34	.£87,694
.35	.£89,874
.36	.£92,099
.37	.£94,389
.38	.£96,724
.39	.£99,081
.40	.£101,554
.41	.£104,091
.42	.£106,699
.43	.£108,283

## APPENDIX G – SUPPORT STAFF PAYSCALES 1-6

NJC for Local Government, salary scales with effect from 01/04/2016

Point	Salary £	Hourly rate £	Scale	Scale
1	n/a	n/a	n/a	
2	n/a	n/a	n/a	
3	n/a	n/a	n/a	
4	n/a	n/a	n/a	
5	n/a	n/a	n/a	
6	14,514	7.52	Scale 1	
7	14,615	7.58		
8	14,771	7.66		
9	14,975	7.76		
10	15,238	7.90		
11	15,507	8.04		
12	15,823	8.20		
13	16,191	8.39		
14	16,481	8.54	Scale 3	
15	16,772	8.69		
16	17,169	8.90		
17	17,547	9.10		
18	17,891	9.27	Scale 4	
19	18,560	9.62		
20	19,238	9.97		
21	19,939	10.34		
22	20,456	10.60	Scale 5	
23	21,057	10.91		
24	21,745	11.27		
25	22,434	11.63		
26	23,166	12.01	Scale 6	
27	23,935	12.41		
28	24,717	12.81		

## APPENDIX H – SUPPORT STAFF SENIOR AND MANAGEMENT SCALES

New scales from 1<sup>st</sup> September 2016

Grade Band	Point	Full time salary £
LTA	1	26,556
	2	27,394
	3	28,203
	4	29,033
	5	29,854
LTB1	1	29,854
	2	31,288
	3	32,164
LTB	1	31,288
	2	32,164
	3	33,106
	4	34,196
	5	35,093
LTC	1	36,937
	2	37,858
	3	38,789
	4	39,660
	5	40,619
LTD	1	42,474
	2	43,387
	3	44,417
	4	45,419
	5	46,429
LTE	1	48,470
	2	49,486
	3	50,504
	4	51,518
	5	52,541
LTF	1	54,569
	2	55,637
	3	56,695
	4	57,767
	5	58,834