

# The Robinswood Academy Trust - Teachers' pay policy

The Robinswood Academy Trust Board adopted this policy for Robinswood Primary School and Waterwells Academy from September 2013.

## INTRODUCTION

This policy 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 (STPCD) and has been consulted on with staff and/or the recognised trade unions.

In adopting this pay policy the aim is to:

- **Enhance and promote excellence amongst our teachers**
- **Support the recruitment and retention of the highest quality workforce possible**
- **Enable the school to recognise and reward teachers appropriately for their contribution to the school in relation to driving constant improvement both personally and as an organisation**
- **Ensure that decisions on pay are managed in a fair, just and transparent manner**

Pay decisions at this school are made by the The Robinswood Academy Trust board (TRAT) with responsibility delegated to the head and the Finance and General Purposes Committee.

## PAY REVIEWS

**TRAT will ensure that each 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 or may lead to the start of a period of safeguarding, TRAT will give the required notification as soon as possible and no later than one month after the date of the determination.**

## **BASIC PAY DETERMINATION ON APPOINTMENT**

The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, TRAT may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider context of the multi-academy trust

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

## **PAY PROGRESSION BASED ON PERFORMANCE**

(The changes in the 2013 Document mean that September 2013 will be the last time when teachers on the main scale receive annual increments and the pay decisions made in September 2014 will need to be linked to assessments of performance. Schools have the flexibility to develop their own policies to link progression pay to performance).

In Robinswood and Waterwells all teachers can continue to expect to receive regular, constructive feedback on their performance. This is done IN a range of ways which are a major reason for the continued success of the schools. In addition as with all schools, teaching staff 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 schools' appraisal policy.

**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. In this school we will ensure fairness by ensuring the quality assurance and moderation of the appraisal process and the drive for constant improvement / effectiveness is applied.

The evidence we will use will include largely but not exclusively, self-assessment, peer review, tracking pupil progress, lesson observations.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by TRAT board, having

regard to the appraisal report and taking into account advice from the senior leadership team. TRAT board will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels. (See appendix 1)

At Waterwells and Robinswood, judgements of performance will be made in relation to performance assessed against agreed progress objectives and the relevant teaching standards. Teachers will be eligible for pay progression if the expectations are achieved relative to the above objectives and standards.

## **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 at the end of the Spring term at the latest.

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 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 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 last five years working at the school or elsewhere, preferably including a portfolio of evidence.. Applications should be made in a written form to the Headteacher.

### **The Assessment**

**An application from a qualified teacher will be successful where TRAT 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.**

For the purposes of this pay policy:

- 'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them the highest possible 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 trust / school; play a

critical role in the life of the trust / school as determined by what the trust values (see memorandum of understanding); provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards and school values; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning

- 'sustained' means maintained continuously over a long period – 5 years

The application will be assessed robustly, transparently and equitably, with the final assessment being made by the head / assistant head. TRAT will designate this responsibility to the executive head in making the final determination and referring it to the F and GP.

### **Processes and procedures**

The assessment will be made within/by 20 working days of the application being received.

If successful, applicants will move to the upper pay range from the start of the academic year's first term. The F and GP will designate the responsibility to the head where on the upper pay range a successful teacher is placed, and, if teachers can start further up the range, based upon the considerations such as:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher).

If unsuccessful, feedback will be provided by the head in a written form within 20 days of the decision being taken and outlined to the teacher.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements. (See appendix)

### **PART-TIME TEACHERS**

Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part-time. The Trust Board 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.

### **SHORT NOTICE/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.

## **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.

## **MONITORING THE IMPACT OF THE POLICY**

TRAT will monitor the outcomes and impact of this policy on a biannual basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

# **APPENDIX – APPROACH TO PAY PROGRESSION BASED ON PERFORMANCE**

## **Absolute performance measures**

At Robinswood and Waterwells, judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to a positive impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management, use of AfL; impact on effectiveness of teachers or other staff; wider contribution to the work of the school etc.

## **The Pay Appeals Panel**

The Governing Body will select a number of governors to hear appeals against pay related decisions on its behalf. The composition and role of this Panel is:

### **Composition**

The Pay Appeals Panel is made up of 3 members, one of whom will act as Chair of the Panel. None of these governors are employed within the school and none will be a member of the Pay Panel or have been involved in any pay decisions.

### **Terms of Reference**

To hear formal appeals lodged by members of staff against decisions made through the previously described structures.

To ensure that the terms of the Pay Policy and related procedures have been correctly applied

To respond to appeals lodged within 10 working days of receipt indicating the action to be taken

To hear cases as soon as possible taking into account the need to seek information, additional evidence and advice, and subject to the availability of Panel members, staff and their representative.

To give a written response to appeals within 5 working days of the hearing. The decision included in this response will be final and binding in terms of this policy.

To periodically report to the Trust Board to confirm progress. The workings of the Panel will however be confidential and no details of individual cases will be released. These reports will include recommendations for changes to the Pay Policy where this is felt to be necessary.

### **Link to FAQ on 2013 pay changes through government website**

<http://www.education.gov.uk/schools/careers/payandpensions/teacherspayandconditionsdocument/a00218073/q-and-a-21st-report-2012>

### **2013 Pay and Conditions Document**

<http://media.education.gov.uk/assets/files/pdf/s/130806%202013%20stpcd%20master%20final.pdf>

## Appeals procedure

- Members of staff must lodge appeals against decisions reached by the Pay Panel within 10 working days of receiving their salary statement, or the results of separate representations, whichever is the later.
- Appeals should be lodged in writing and include the basis of the complaint /appeal. The grounds for the appeal should be one or more of the following:
  - An incorrect application of the School Teacher's Pay and Conditions Document or, in the case of support staff, a national or local Agreement.
  - Failure to take into account statutory guidance
  - Failure to take proper account of relevant evidence
  - Use of irrelevant information
  - Bias
  - Unlawful discrimination
- The appellant will have the right to hearing and may be accompanied by a Trade Union representative or a work colleague.
- The Pay Appeals Panel will be responsible for determining the procedure to be followed during the hearing and for ensuring that evidence, witnesses and technical advice is available to allow a full consideration to be made. The Panel will reserve the right to further technical or legal advice where this is felt necessary to reach a correct judgement.