



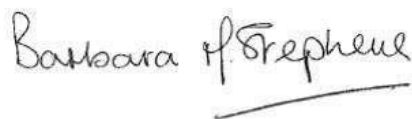
ENERGY COAST UTC

PAY POLICY

2020-2022

Approved: Barbara Stephens, Chair of Governors

Signed:



Date: March 2020

Date for Review: March 2022

Revision History:

Revision	Date	Owner	Summary of Changes
0	October 2016	CT	New
1	March 2018	CT	
2	March 2020		Review and update
3			
4			
5			

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1. Aims

This policy aims to:

- Clearly explain how we will determine staff pay and clearly explain how decisions will be made.
- Set out a clear framework for pay and progression throughout the school

Adopting this policy will:

- Support the recruitment and retention of high quality staff
- Enable us to recognise and reward staff for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way

This policy has been consulted on by staff and relevant trade unions.

2. Legislation and guidance

This policy is based on the [model pay policy](#) created by the Department for Education (DfE).

As an academy, we are free to determine our own approach to deciding staff pay.

- When implementing our pay policy, we will abide by:
- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#) which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [principles of public life](#) which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are based on the Acas grievance [code of practice](#) and are set out in our staff grievance procedures.

3. Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the Principal, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Leadership group** comprises the Principal, Vice Principal, Assistant Principals, Directors of Learning and the Business Director
- **Support staff** includes all non-teaching staff

4. Roles and responsibilities

Line managers will make recommendations on staff pay following the member of staff's appraisal. Final pay decisions are made by the governing board.

Responsibility for making pay decisions is delegated to the pay committee of the governing board, which is also the Finance Committee.

5. How we will decide pay on appointment

The governing board 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.

To determine the salary, the governing board will 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 school context
- For teachers, the appropriate STPCD pay scale
- For support staff, the appropriate local government pay scale

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

6. How we will decide on pay progression

6.1 Annual reviews

The governing board will ensure that each member of staff's salary is reviewed annually between 1 September and 31 December, in alignment with our annual appraisal period.

Pay progression will be decided based on their performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain.

When making decisions, the line manager will take into account:

- The performance of the member of staff over the appraisal period, using evidence of their performance against their objectives and for teachers, the Teachers' Standards collected throughout the appraisal period.
- The pay recommendation made in the member of staff's appraisal report
- Advice from the senior leadership team
- Any changes to the responsibilities and expectations of the member of staff's role
- The wider school context, including the budget

The decision can be 'no pay progression' without triggering the capability policy.

6.2 Mid-year reviews

Reviews may take place at other times of the year as normal procedure or if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

7. Moving to the Upper Pay Range

7.1 Making applications

All qualified teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy.

Applications can be made at least once a year, at the end of the academic year during the performance management review.

Applications will be submitted in writing to the line manager and will be reviewed by line managers and a senior leader. All applications will be treated fairly and impartially.

When submitting an application, please include:

- Results of appraisals under the most recent regulations, including recommendations on pay
- Where this information is not applicable or available, a statement and summary of evidence to demonstrate that you have met the assessment criteria

7.2 Assessment

In order to be eligible to be paid on the upper pay range, the governing board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards; and
- The teacher's achievements and contributions are substantial and sustained

For the purpose of this policy:

- **'Highly competent'** means:
Performance which is good enough to provide coaching, mentoring and advice to other teachers, 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:
The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide 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
- **'Sustained'** means:
The teacher's contributions have been maintained over a long period

7.3 The decision

The assessment will be made and the applicant notified within one month.

The decision will be made by the line manager who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications and skills of the teacher.

If successful, applicants will move to the upper pay range from the start of September. Pay will be backdated to the date the decision was made.

If unsuccessful, feedback will be provided by line managers in a one-to-one meeting, within 10 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future.

Decisions will also be communicated in writing. Any appeals against decisions are covered by our staff grievance procedures.

8. Additional allowances

Additional allowances such as teaching and learning responsibility (TLR) payments, special educational needs (SEN) allowances, extra temporary responsibilities etc. may be awarded for teaching staff. These will align with the STPCD pay scales.

For non-teaching staff these will align with local government pay scales.

9. Leadership pay

Leadership pay scales will be set in line with STPCD or local government pay scales and with consideration of the factors in section 5 of this policy.

10. Information to be included in pay statements

When pay is changed, members of staff will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

11. Appealing a decision on pay progression

Where any member of staff feels that a decision made over their pay is unfair, they have the right to appeal. Members of staff should attempt to resolve the matter informally at first, by speaking to their line manager.

If the teacher wishes to lodge a formal grievance, they should set out their reasons for appealing in a letter to the Principal within 10 working days of the pay statement being issued. Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the contract and the member of staff is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

The rest of the grievance procedure is set out in our staff grievance procedures, which is based on the [Acas Code of Practice](#) for addressing grievances.

If the appeal is upheld, the Principal will re-issue the pay statement with the correct information.

14. Monitoring arrangements

This policy will be reviewed bi-annually by the Principal and approved by the full governing board.

The governing board will consider the outcomes and impact of the policy, including trends in progression across specific groups of teachers, to ensure it complies with equalities legislation.

15. Links with other policies

This policy links with our policies on:

- Staff grievance procedures
- Staff appraisal policy