



# Pay Policy 2020-2021

For the Following Academies:

Holy Trinity C of E Primary School Connaught  
Junior School  
Crawley Ridge Infant School  
Crawley Ridge Junior School  
Windlesham Village Infant School

This Pay Policy was approved and adopted by the Trust Board in Spr 2021  
It will be reviewed Spr 2022

## 1. Policy & Purpose

The overall aim of the pay policy is to ensure that all teaching and support staff are valued and receive recognition for their work and contribution to school life.

The purpose of the policy is to:

- a) Enable the Pay Committee and pay panels for each academy to manage the remuneration of staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and trust policy on the fair and equal treatment of employees and with the principles of public life, namely objectivity, openness and accountability.
- b) Maintain and improve the quality of education provided for pupils in each school by having a TAMAT pay policy that supports the school development plans for each school and reflects the agreed aims of each school.
- c) Support the equitable and objective determination of appropriate pay for staff under the trust's appraisal policy.
- d) Provide for a staffing structure that will enable each school to achieve its aims and objectives under their school development plan.

The Trust Board is committed to:

- e) Reviewing the pay policy annually against the targets set against the Strategic Plan, the confines of the agreed budget and each school's spending priorities.
- f) Working within framework documents referred to in staff contracts or formally adopted by the Trust Board, specifically:
  - **For teachers:** The School Teachers' Pay and Conditions Document, to the extent recognised by the school, and statutory regulations affecting the employment and conduct of teaching staff, insofar as they apply to a school with academy status.
  - **For support staff:** Surrey County Council Support Staff Pay Scheme terms and conditions, to the extent adopted by the Trust Board.
  - **For staff transferred to the school under TUPE:** Members of school staff who transferred to the academy by way of a TUPE transfer may be subject to different terms and conditions. In such cases, where any terms of this pay policy differ from an individual employee's contractual terms, the contractual terms will take precedence.
- g) Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
- h) Complying with equalities legislation, specifically the following (as amended): the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

## **2. The Pay Committee: Terms of Reference**

- a) The Trust Board will annually appoint, from its members, a Pay Committee with the delegated powers described in the following terms of reference.
- b) The Pay Committee will consist of three trustees and the CEO in an advisory capacity.

### The Pay Committee will have fully delegated powers to:

- c) Implement the Pay Policy with reference to staffing and financial budget plans. If the Committee feels it to be appropriate, any matter may be passed to the full Trust Board for ratification.
- d) Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- e) Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review. This will include the ratification of the reviews carried out by local pay panels at each academy.
- f) Recommend to Trustees the annual budget needed for the payment of staff.

### The Committee shall be required to:

- g) Minute all decisions taken and submit their minutes to be noted by the full Trust Board.
- h) Keep abreast of relevant developments and advise the Trust Board when the Pay Policy needs to be revised.

## **3. Determining Salary for New Appointments**

### **3.1 Classroom Teachers (All Teachers Other than Leadership Group)**

The Headteacher will determine the pay range for a vacancy prior to advertising. On appointment, he/she will determine the starting salary within that range to be offered to the successful candidate.

In determining the salary range for a vacant post within the overall minimum and maximum limits provided for within the School Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), the Headteacher may take into account a range of factors, including, but not limited to:

- The nature of the post
- The level of qualifications, knowledge, skills and experience required
- The wider school context at the time of the application.

The Trust does not support automatic portage of salary points, however in determining the specific starting salary for a successful applicant, the selection panel will take into account the applicant's relevant career history, previous salary, skills and qualifications based on the evidence collected through the selection process, including references.

The selection panel may, at its discretion, recognise a teacher's upper pay range status, as awarded by another school, without requiring the teacher to re-apply separately through the school's procedure. This is provided there is scope within the established pay range for the post to award a starting salary on the upper pay range and on the condition that there is sufficient evidence collected through the selection process that the teacher meets the relevant criteria (see 5.2).

Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers.

In determining the salary range for a post in which the primary purpose is modelling and leading improvement of teaching skills ('leading practitioners'), an individual post range within the overall pay range for leading practitioners will be determined, having regard to the challenge and demands of the post as well as internal pay relativities.

Additional allowances may be awarded to new appointments where the Headteacher, CEO or Trust Board deems this to be appropriate (see Section 6). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 has been met.

### **3.2 Leadership Group**

The salary range for all staff paid on the leadership pay range will be determined by reference to the provisions of the STPCD and will include consideration of any broader responsibilities that attach to the role as well as the school group size, which is calculated against pupil numbers (see appendix 2)

#### Headteachers

The Trust Board will determine a pay range for the Headteachers by reference to the school group size and taking into account all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time. Group sizes for each school are included in Appendix 2.

The Trust Board will only re-determine the Headteacher's pay range in the circumstances specified in the STPCD.

The Trust Board may determine that additional payments be made to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been taken into account when determining salary. Any such payments will be subject to the overall restrictions on Headteacher's pay set out within the STPCD.

#### Deputy Headteachers, Assistant Headteachers and Inclusion Leaders

The salary range for Deputy Headteachers, Assistant Headteachers and Inclusion Leaders shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any

challenges that are specific to the role and all other relevant considerations. The salary range will also be set in regard to the school group size as set out in appendix 2.

The maximum of the pay range will not exceed the minimum of the Headteacher group for the school.

The Trust Board will only re-determine the pay range of a Deputy Headteacher, Assistant Headteacher or Inclusion Leader in the circumstances specified in the STPCD.

Certain additional allowances may be awarded to Deputy and Assistant Headteachers where a Local Academy Board deems this to be appropriate (See Section 6).

### **3.3 Support Staff**

Support staff shall be appointed on appropriate salary gradings for posts, based on the job description prepared by the Line Manager in conjunction with Central Business Team and with regard to the remuneration awarded for similar roles within the school.

The school currently determines pay for support staff in accordance with Surrey County Council Support Staff Pay Scheme.

For newly appointed support staff, appointment will normally be on the minimum of the pay range. However, the appointment can be made elsewhere within the range where the Headteacher wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

Where an employee is re-graded, they will normally be placed on the minimum of the relevant pay range unless other assimilation arrangements have been agreed or are appropriate. Pay Ranges for support staff are included in Appendix 3.

## **4. Pay Reviews and Progression**

The Appraisal meeting is the first stage of the pay review process and Head Teachers will work with appraisers to look at all aspects of an appraisee's performance and consider any possible pay review. The Head Teacher will report to the LAB Pay Panel.

### LAB Pay Panel

Composition: Head Teacher, CEO and three on-staff governors (ideally local governors with a remit for education staff development and well-being)

Chair: CEO

Invitees: Academy Head

Purpose:

- To review the HT Report on Pay Awards for all staff and make sure it follows the procedures

set at out in the Pay Policy.

- Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- To quality assure the evidence to support decisions for at least three members of staff.
- The LAB will keep oversight in the implementation of the appraisal policy to ensure it is robust and effective.
- To be assured that decisions are robust for those staff where pay award recommendations have been withheld; accelerated beyond the rating of effective or where teachers have applied to move into the upper pay scale.
- The Head Teachers will provide the Pay Panel of the Local Academy Board with a written annual report on the appraisal process and recommendations.

Final decisions about pay reviews rest with the CEO.

Pay Committee of The Trust Board

Composition: Three Trustees

Quorum: 3

Meetings: Annual

Chair: to be elected from the 3 Trustees

Invitees: Academy Head, ET Appraisal Trustee, External Appraisal Advisor, CFO.

The Trust Board Pay Committee will review pay awards for the Executive Team and Central Business Team. The CEO will produce a report which will include a summary of decisions made by local pay panels at each academy.

Purpose:

- Implement the Pay Policy with reference to staffing and financial budget plans. If the Committee feels it to be appropriate, any matter may be passed to the full Trust Board for ratification.
- Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.
- Ratify the decisions of local pay panels as presented by the CEO
- Recommend to Trust Board the annual budget needed for the payment of staff
- To quality assure the evidence to support decisions for ET and CBT
- To be assured that decisions are robust for those staff where pay awards have been withheld or accelerated.
- Recommend to Trust Board the annual budget needed for the payment of staff.

Final decisions about the pay of the ET or CBT rest with the CEO.

Pay Committee for CEO

Composition: Three Trustees (Chair of Trust Board, HR Trustee, Education Trustee)

Quorum: 3

Meetings: Annual

Chair: to be elected from the 3 Trustees

Invitees: External Appraisal Advisor

Purpose:

- Achieve the aims of the Pay Policy 2020-21 in a fair and equitable manner within statutory and contractual obligations.
- To review and set CEO targets based on CEO summary report and additional evidence
- Agree outcome of Pay Review.

### **1.1 All Teachers (Including Leadership Group)**

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1<sup>st</sup> September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be provided after pay decisions have been ratified by the Pay Committee.

All eligible teaching staff will have their pay reviewed annually. The Pay Committees will complete the process for annual pay reviews for all eligible teachers, other than the Headteacher, by the 31<sup>st</sup> October 2020. The ET, CBT and CEO annual pay review will be completed by the 31<sup>st</sup> December 2020. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also 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.

### **2.2 Determining Pay Progression (Classroom Teachers)**

'Classroom teachers', for the purposes of this paragraph, includes all teachers other than the leadership group.

All decisions regarding pay progression will be made with reference to teachers' appraisal reports and the pay recommendations contained within them. In the case of newly qualified teachers (NQTs), pay decisions will be made by means of the statutory induction process.

The school's scheme for determining pay progression for classroom teachers is contained within Appendix 1. This scheme will be applied to pay determinations made with effect from 1<sup>st</sup> September 2020, resulting from evidence collected during the previous appraisal cycle. In the event that the Governing Body determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2021), these will be inserted into this pay policy and will be made available to all teachers to inform

the 2020 appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

### **3.3 Determining Pay Progression (Leadership Group)**

All decisions regarding pay progression for the leadership group will be made with reference to appraisal reports and the pay recommendations contained within them.

Salary determinations effective from 1<sup>st</sup> September 2020 shall be made in accordance with the school's scheme for determining pay progression for the leadership group, which is contained within Appendix 2, resulting from evidence collected during the previous appraisal cycle. In the event that the Trust Board determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2021), these will be inserted into this pay policy and will be made available to the leadership group to inform the 2020 appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

### **4.4 Determining Pay Progression (Support Staff including the CBT)**

Employees will receive their first increment on the 1<sup>st</sup> April if their appointment was made prior to 1<sup>st</sup> October in the previous year. Any employees appointed after 1<sup>st</sup> October will. Progression to the maximum of the scale will then be annually on the 1st April each year until the maximum of the range has been reached.

Annual increments are awarded on the basis of a performance review against specific criteria as agreed by the local pay panels which will be ratified by the Pay Committee. Details of the progression criteria are included in the Appraisal Policy.

Wherever a single point salary grade exists, or the post-holder is at the maximum of the pay band, only cost of living increases will apply.

## **5. Movement 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 will be assessed in accordance 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 should be made by the 1st March in each academic year prior to an award being agreed for the following September.

If a teacher is simultaneously employed at another school(s), he/she may submit separate applications if he/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 will include the results of recent appraisals, including any recommendation on pay. The evidence should cover at least the previous two-year period and should be set against the post threshold standards. Employees who have been absent from work, for example due



to maternity leave or extended sickness absence, will be able to use earlier appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below, but this must include evidence set against career stage expectations and the post threshold standards for the upper pay scale.

In the event that information from appraisals is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the assessment criteria, should be presented instead.

Applications should be made using the form available from the Headteacher alongside this policy.

## **5.2 Assessment**

An application from a qualified teacher will be successful where the local Pay panel is satisfied that:

- a) The teacher is highly competent in all elements of the Teachers' Standards; and has two years of evidence which meet the Post Threshold Standards.
- b) The teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy,

- "highly competent in all elements of the Teachers' Standards" means:
  - That the teacher's practice is secure, well-informed and consistently good or outstanding;
  - That the teacher is able to contribute to the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback.
- "substantial and sustained" achievements and contribution mean:
  - That the teacher contributes at a strategic level to policy initiatives;
  - That the teacher makes a distinctive contribution to the raising of pupil standards;
  - That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
  - That the teacher contributes more broadly to the life of the school;
  - That such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.

The initial assessment will be made by the Headteacher who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably

bearing in mind his/her working hours commitment.

The Headteacher will consult with the teacher's Performance Partner as appropriate when considering the evidence.

### **5.3 Notification and Feedback**

After completing the assessment, the Headteacher will notify the Local Pay Panel of his/her recommendation. Once the Local Pay Panel has determined the final decision, the Headteacher will then provide written feedback to the teacher as promptly as possible, but in any event by no later than 1st August in each academic year.

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto Pay Band 3 will be heard under the school's pay appeals procedure (see Section 8).

### **5.4 Pay Progression for Successful Applicants onto the Upper Pay Scale or Leadership Bands**

Successful applicants will be moved onto the next Pay Band from 1<sup>st</sup> September following the application. It is TAMAT's policy to place teachers and leaders who have successfully applied to access the Teacher's Pay Band 3 or a Leadership Pay Band on the minimum of the range.

## **6 Allowances & Other Payments (Teaching Staff)**

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

#### TLR1s and TLR2s

TLR1s and TLR2s are awarded to the holders of the posts indicated in each school's staffing structure. TLRs are awarded where the Trust Board is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people.

The annual value of a TLR1 for the academic year 2020/21 must be between £8,291 and £14,030 (FTE).

The annual value of a TLR2 for the academic year 2020/21 must be between £2,873 and £7,017 (FTE).

In setting the values of TLR1s and TLR2s the Headteacher will have regard to the relative weight of different TLR posts, taking into account the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities and any other factors the Headteacher deems to be relevant. Where posts are deemed to be of equal weight, they will be allocated the same value. TLRs may not be awarded to leadership group postholders or unqualified teachers.

### TLR3s

The Headteacher may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally driven responsibilities. To award a TLR3, the Headteacher must be satisfied that the significant responsibility is one not required of all classroom teachers and which is focussed on teaching and learning,

requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 for the academic year 2020-21 must be between £571 and £2,833.

The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group postholders or unqualified teachers.

## **2.2 Recruitment and Retention Allowances**

TAMAT will consider the award of a recruitment or retention allowance for posts where the academy anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Headteacher will take into account the following factors:

- Whether the post is in a nationally recognised shortage subject area;
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Where there is a need to recruit to a new or vacant temporary position;
- Any other relevant circumstance that the Headteacher believes is having a detrimental impact on the recruitment and retention of staff.

Where such an incentive or benefit is awarded the Headteacher will determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value;
- When/how it will be paid\*;
- The start date and expected duration of the award (unless it is a one-off award);
- The review date after which the award may be withdrawn;
- The basis for any uplift that may be applied.

Allowances will be paid monthly.

Recruitment and retention allowances cannot be paid to the leadership group except where they relate to a reimbursement of reasonably incurred housing or relocation costs. Any other recruitment and retention considerations will be taken into account when determining the

leadership pay range.

The Local Academy Pay Panel will conduct annual formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

### **3.3 Special Educational Needs Allowances**

A SEN allowance of between £2,270 and £4,479 (FTE) per annum for the academic year 2020/21 will be paid to a teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN; and/or
- Who teaches pupils in one or more designated special classes or units within the school; or
- In a non-designated setting, analogous to a designated special class or unit, where the post:
  - Involves a substantial element of working directly with children with special educational needs;
  - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
  - Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

The SEN allowance will not be paid where the teacher undertaking the duties as set out above are on the Leadership scale.

The spot value of any SEN allowance within the range outlined above, to be paid in accordance with the eligibility criteria above, will be determined as follows:

#### **4.4 Additional Payments**

The Headteacher may make such payments as it sees fit to a teacher, other than a headteacher, in respect of:

- a) Continuing professional development undertaken outside the school day;
- b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) Participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- d) Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

#### **5.5 Allowances for Unqualified Teachers**

Unqualified teachers are not permitted to hold TLR or SEN allowances.

The Headteacher may, however, exercise their discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or

Qualifications or experience which bring added value to the role being undertaken.

#### **6.6 Provision of Services to Other Schools**

Any services provided by the staff of one school to another school must be authorised formally by the Local Academy Board and, where the work extends over more than a 12-month period, the agreement of the governing body must be formally reviewed annually or sooner if appropriate. The Local Academy Board should also agree arrangements for terminating such work. Before such work is undertaken, the Local Academy Board, the CEO and the headteacher must take into account:

- the needs of the impacted school and its pupils.
- the benefits that the activity would bring to the school.
- the impact of any absence on other staff, including their workload; and
- the workload and work-life balance of all the individuals concerned.

In particular, before reaching a view the Local Academy Board should satisfy itself that these matters have been fully considered within the school's leadership team.

Where the Headteacher determines that staff should be paid for additional responsibilities or activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools, the rate of pay for such activities will be determined as follows:

- All staff carrying out this work will receive 25% of all income received by the school. Payments will be taxable and made in monthly instalments where possible. Where

such regular payments are not possible, one or more lump sum payments up to an equivalent value will be made, as determined by the Pay Committee of the Local Academy on a case by case basis.

- Such payments will only be made where the additional responsibilities or activities concerned are temporary in nature and where the circumstances have not already been taken into account when setting the staff member's pay range. Under the STPCD, these payments cannot exceed 25% of the gross salary of any member of staff within a year.
- The Headteacher may, at its discretion, make payments to staff who, whilst not themselves providing services relating to the raising of educational standards to one or more additional schools, take on additional responsibilities under circumstances which are directly connected to the provision of such services by other members of staff. Such payments will only be made where the additional responsibilities or activities concerned are temporary in nature and where the circumstances have not already been taken into account when setting the staff member's pay range.

## **7. Allowances & Other Payments (Support Staff)**

TAMAT reserves the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder. Any such honoraria should be agreed by the local academy pay panel and ratified by the Pay Committee.

## **8. Pay Appeals**

### **1.1 All Teachers (Including Leadership Group)**

In the event of a teacher seeking reconsideration of a pay decision he or she should first seek to resolve the matter informally through discussion with the decision-maker (usually either the headteacher or the Chair of the Local Pay Panel) within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put his/her concerns in writing to the Pay Committee within 10 working days of the original decision, or the outcome of the informal discussion. The Pay Committee should convene a hearing within 10 working days to consider the teacher's concerns and afford the opportunity for him/her to make representations in person, accompanied by a trade union representative or work colleague if desired. The teacher should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the Pay Committee, he/she should do so within 10 working days of the written notification of the Pay Committee's decision, setting out the grounds for appeal. Any appeal against the decision of the Pay Committee should be heard by a panel of trustees who were not part of the original pay decision. The appeal hearing should normally be held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of

a pay determination.

That the person or committee by whom the decision was made:

- Incorrectly applied a provision of the STPCD or this policy;
- Failed to have proper regard to statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of his/her appeal, then he/she must do so at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the headteacher, and they are appealing against the decision of the Pay Committee, it will be for the Chair of that committee to determine whether a representative of the committee and/or the headteacher should be present to explain their decision.

An agenda for hearing a pay appeal is included as an appendix to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected, then the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

## **2.2 Support Staff**

Where a member of support staff is dissatisfied with any decision relating to his/her pay, this should be raised in accordance with TAMAT's adopted grievance procedure.

## **9. Access to Salary Records**

Staff may have access to their salary records by giving reasonable notice during term time to the Central Business Team.

## **10. Data Protection**

TAMAT processes personal data as part of the payroll process in accordance with the Trust Board's adopted Data Protection Policy. TAMAT has in place arrangements with its payroll provider to ensure that it takes appropriate measures to process employees' personal data safely and securely.

## **11. Policy Review**

This policy will be reviewed following the publication of the School Teachers' Pay & Conditions Document 2021 or earlier if required.



## APPENDIX 1

### PAY PROGRESSION FOR CLASSROOM TEACHERS

This appendix explains how pay progression will be determined for classroom teachers.

#### Pay Structure

TAMAT recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD).

For the purposes of determining pay progression, TAMAT uses reference points within the minimum and maximum as outlined in the tables below. These salary figures reflect those valid for the 2020-21 academic year and [include an uplift applicable from 1<sup>st</sup> September 2020 which will be applied to salaries in payment as well as new appointments.]

#### Unqualified Teachers

Grade	Point	Annual Salary (£)
UNQP	1	19,360
UNQP	2	20,415
UNQP	3	21,472
UNQP	4	22,527
UNQP	5	23,584
UNQP	6	24,547
UNQP	7	25,697
UNQP	8	26,752
UNQP	9	26,718
UNQP	10	28,865
UNQP	11	29,922

#### Teacher Main scale

Grade	Point	Annual Salary (£)
TMSP	1	£26,948.00
TMSP	2	£27,447.00
TMSP	3	£27,944.00
TMSP	4	£29,018.00
TMSP	5	£30,095.00
TMSP	6	£31,210.00

Grade	Point	Annual Salary (£)
TMSP	7	£32,327.00
TMSP	8	£33,548.00
TMSP	9	£34,774.00
TMSP	10	£36,098.00
TMSP	11	£37,426.00
TMSP	12	£37,801.00
TMSP	13	£38,174.00

### Teacher Upper Pay Scale and TLR

Teachers to be paid on the Upper Pay Scale should use the min and max ranges. Any salary within this range can be paid to the employee.

Upper Pay Range	Fringe Area	
<b>Minimum</b>		<b>1</b>
	£40,567.00	2
	£41,295.00	3
	£42,034.00	4
<b>Maximum</b>		<b>5</b>

	Minimum (£)	Maximum (£)
TLR 1	8,291	14,030
TLR 2	2,873	7,017
TLR 3	571	2,833
SEN	2,270	4,479

### Appraisal Reports and Performance Ratings

As outlined in section 4.1, all teachers can expect to receive an annual appraisal and a written appraisal report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the school's Appraisal Policy. The appraisal report will include an overall performance rating for the purposes of determining pay progression.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy.

The performance ratings for pay decisions are shown below:

Unsatisfactory (4)	No pay increase awarded
Developing (3)	No pay increase awarded unless exceptional circumstances in which case one point awarded
Effective (2)	Two points on the relevant pay range awarded
Exceptional (1)	Three points on the relevant pay range awarded

All pay awards are subject to available headroom within the applicable pay range.

Performance ratings will be linked to a pay recommendation as follows:

#### Pay Range Progress Descriptors (detailed in Teaching & Learning Matrix within the Appraisal Policy)

**Exceptional Progress:** means that the teacher consistently meets or exceeds the Teachers' Standards and performance regularly exceeds expectations of a teacher at his/her skill level.

**Effective Progress:** means that the teacher consistently meets the Teachers' Standards and performance meets the expectations of a teacher at his/her career level and may sometimes exceed expectations.

**Developing Progress** means that the teacher meets the Teachers' Standards and that performance largely meets the expectations of a teacher at his/her career level and there is generally good evidence of development.

Performance ratings will be linked to a pay recommendation following TAMAT's Appraisal Policy and the Teaching & Learning Matrix

All pay awards are subject to available headroom within the applicable pay range.

### **Pay Recommendations**

Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal report and taking into account advice from the Head of School or Headteacher. No pay recommendation should be considered final until it has been ratified by the Pay Committee.

### **Review**

The Pay Committee will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers will be notified of any changes which may affect their future pay progression. The Business Committee 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.

## APPENDIX 2

### PAY PROGRESSION FOR LEADERSHIP GROUP

This appendix explains how pay progression will be determined for members of the leadership group.

#### Pay Structure

The school recognises, and adheres to, the minimum and maximum of the leadership pay range as outlined in the School Teachers' Pay and Conditions Document (STPCD), including the broad bands used as the basis for calculating head teachers' pay.

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the table below. These salary figures reflect those valid for the 2020-21 academic year and [include a 2.75% uplift applicable from 1<sup>st</sup> September 2020 which will be applied to salaries in payment as well as new appointments.]

Teachers to be paid on the Leadership Scale should use the min and max ranges. The ranges are based on the Headteachers Pay Group assigned to the school. Any salary within these ranges can be paid to the employee.

Grade	Point	Minimum Annual Salary (£)	Maximum Annual Salary (£)
LSB	B0	£43,354	£48,901
LSB	B1	£48,901	£64,662
LSB	B2	£51,313	£69,508
LSB	B3	£55,252	£74,717
LSB	B4	£59,301	£80,319
LSB	B5	£65,309	£88,471
LSB	B6	£70,204	£97,468

#### Appraisal Reports and Performance Ratings

As outlined in section 4.1, all teachers, including members of the leadership group, can expect to receive an annual appraisal and a written appraisal report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within TAMAT's Appraisal Policy. The appraisal report will include an overall performance rating for the purposes of determining pay progression.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy.

The performance ratings for pay decisions are shown below:

## Upper Pay Range Progress Descriptors

**Exceptional Progress:** means that the teacher consistently meets or exceeds the Teachers' Standards and performance regularly exceeds expectations of a teacher at his/her career level.

**Effective Progress:** means that the teacher consistently meets the Teachers' Standards and performance meets the expectations of a teacher at his/her career level and may sometimes exceed expectations.

**Consolidation:** means that the teacher meets the Teachers' Standards and performance and is being consolidated at his/her career level.

**Unsatisfactory Progress:** - means that the teacher has not met **all** of the of the performance requirements

Performance ratings will be linked to a pay recommendation as follows:

Unsatisfactory (4)	No pay increase awarded
Developing (3)	
Effective (2)	One point on the leadership pay range awarded
Exceptional (1)	Two points on the leadership pay range awarded

All pay awards are subject to available headroom within each individual's defined pay range.

## Pay Recommendations

Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal report and taking into account advice from the Headteacher (or the governors responsible for appraisal in respect of the Headteacher). No pay recommendation should be considered final until it has been ratified by the Pay Committee.

## Review

TAMAT will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers, including members of the leadership group, will be notified of any changes which may affect their future pay progression. The Business Committee 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.

### APPENDIX 3

#### PAY PROGRESSION FOR SUPPORT STAFF

##### Pay Structure

TAMAT recognises and adheres to the pay scales as set out by Surrey Pay for support staff agreed with unions in April 2020.

For the purposes of determining pay progression, TAMAT uses reference points within the minimum and maximum as outlined in the table below. These salary figures reflect those valid for the period 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021 2019/20 academic year.

##### Support Staff

Grade Name	Salary Range							
	Min Hourly Rate	Minimum Point 1	Point 2	Point 3	Point 4	Point 5	Maximum Point 6	
PS1/2	£9.30	£17,457	n/a					
PS3	£9.41	£17,663	£18,135	£18,607				
PS4	£10.16	£19,072	£19,453	£19,843	£20,239	£20,644	£21,066	
PS5	£11.50	£21,593	£22,025	£22,465	£22,914	£23,373	£23,834	
PS6	£13.01	£24,430	£24,919	£25,417	£25,926	£26,444	£26,967	
PS7	£14.72	£27,641	£28,194	£28,758	£29,333	£29,919	£30,510	
PS8	£16.66	£31,273	£31,898	£32,536	£33,187	£33,851	£34,519	
PS9	£18.85	£35,382	£36,089	£36,811	£37,547	£38,298	£39,246	
PS10	£21.43	£40,227	£41,031	£41,852	£42,689	£43,543	£44,619	
PS11	£24.36	£45,734	£46,878	£48,050	£49,251	£50,482	£51,725	
PS12	£28.24	£53,018	£54,344	£55,702	£57,095	£58,522	£59,964	
PS13	£32.74	£61,463	£62,999	£64,574	£66,189	£67,843	£69,514	
PS14	£37.96	£71,252	£73,033	£74,859	£76,730	£78,649	£80,586	

Pay Awards will be made from April 2021 and the following salary figures reflect the period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022 (support to Union agreement in March 2021).

1 April 2021 - 31 March 2022							
Pay Model	Grade Name	Pay Scale					
		Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
	PS1/2	£17,833					
	PS3	£18,013	£18,485	£18,957			
	PS4	£19,422	£19,803	£20,193	£20,589	£20,994	£21,416
	PS5	£21,943	£22,375	£22,815	£23,264	£23,723	£24,184
	PS6	£24,780	£25,269	£25,767	£26,276	£26,794	£27,317
	PS7	£27,991	£28,544	£29,108	£29,683	£29,919	£30,510

Job Family Pay Model	PS8	£31,273	£31,898	£32,536	£33,187	£33,851	£34,519
	PS9	£35,382	£36,089	£36,811	£37,547	£38,298	£39,246
	PS10	£40,227	£41,031	£41,852	£42,689	£43,543	£44,619
	PS11	£45,734	£46,878	£48,050	£49,251	£50,482	£51,725
	PS12	£53,018	£54,344	£55,702	£57,095	£58,522	£59,964
	PS13	£61,463	£62,999	£64,574	£66,189	£67,843	£69,514
	PS14	£71,252	£73,033	£74,859	£76,730	£78,649	£80,586

### Support Staff Pay Progression

All Support Staff can expect to receive an annual appraisal and a written appraisal report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within TAMAT's Appraisal Policy. The appraisal report will include an overall performance rating for the purposes of determining pay progression.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy. Annual pay progression within the range is not automatic. The Headteacher will consider whether to award one or two pay progression points based on the decision of direct line managers. These decisions will be scrutinised and ratified by the local pay panel. Two pay progression points will only be awarded in cases of exceptional performance.



## **APPENDIX 4**

### **AGENDA FOR PAY APPEAL HEARING**

*(An appeal against a pay decision by a headteacher will need to be modified accordingly)*

**(SCHOOL)**

**(DATE)**

**(TIME)**

1. Introduction of all those present.
2. The appellant and/or his representative to present his/her reasons for appeal with any supporting evidence and calling witnesses\* if applicable.
3. The representative of the Pay Committee/headteacher to ask questions of the appellant and witnesses\* if applicable.
4. The Appeals Committee to ask questions of the appellant and witnesses\* if applicable.
5. The representative of the Pay Committee/headteacher to respond to the appellant's appeal and calling witnesses\* if applicable.
6. The appellant and/or his/her representative to ask questions of the representative of the Pay Committee/Headteacher.
7. The Appeals Committee to ask questions of the representative of the Pay Committee/Headteacher.
8. The appellant and/or his/her representative to summarise.
9. The representative of the Pay Committee/Headteacher to summarise.
10. Hearing to be adjourned whilst all parties, except the Appeals Committee, their adviser and the Clerk, leave the room.
12. The parties will be recalled and if the Appeals Committee has reached a decision this will be confirmed.

\*Witnesses will usually be called one at a time and will be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called.



















