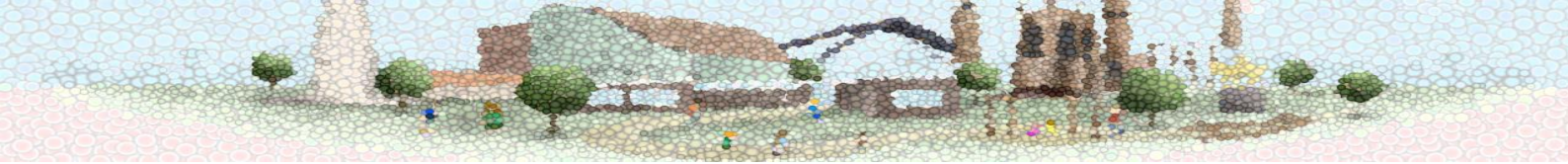


# **Sherbourne Fields School**

## **Pay Policy September 2022**



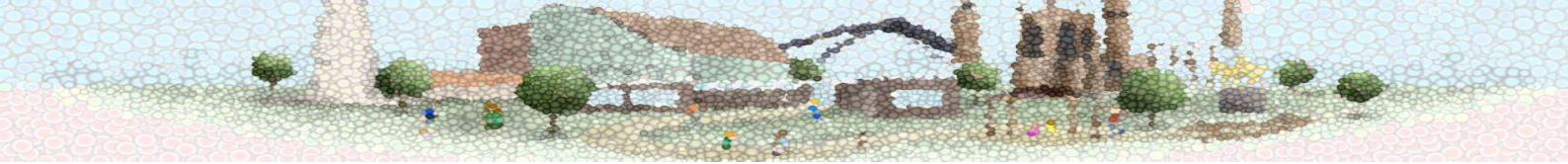
**Sherbourne**  
**Fields**  
School



This policy was adopted by the Governing Body on November 2022

## INTRODUCTION

1. This policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document 2022 (**STPCD 2022**) and the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book).
2. A School Pay Policy provides a policy framework within which the pay structure of the school will be determined, and conditions of service will be applied. The policy is freely available to all Governors, staff and other interested parties so that the process and policies for decision making are open and clearly understood by all who might have an interest in them or be affected by them.
3. This document will be reviewed by Governors considering changes to national pay and conditions of service. In any event it will be reviewed annually in consultation with recognised Trade Unions.
4. This policy should be read in conjunction with this school's Performance Appraisal Policy, which sets out the framework for a clear and consistent assessment of the overall performance of all teachers in the school, including the leadership team, and for supporting their development needs within the context of the school's improvement plan and their own professional needs. All appraisals undertaken during the academic year 2021-22 will produce recommendations for pay for the teacher, to take effect from 1 September 2022.
5. In adopting this pay policy, the aim is to:
  - Maximise the quality of teaching and learning at the school
  - Support the recruitment and retention of a high-quality workforce
  - Enable the school to recognise and reward staff appropriately for their contribution to the school
  - Ensure that decisions on pay are managed in a fair, just, transparent and objective way
6. Pay decisions at this school are made by the Governing Body. The Governing Body has established an appropriate committee(s) with the necessary power to undertake consideration of salaries within the school.



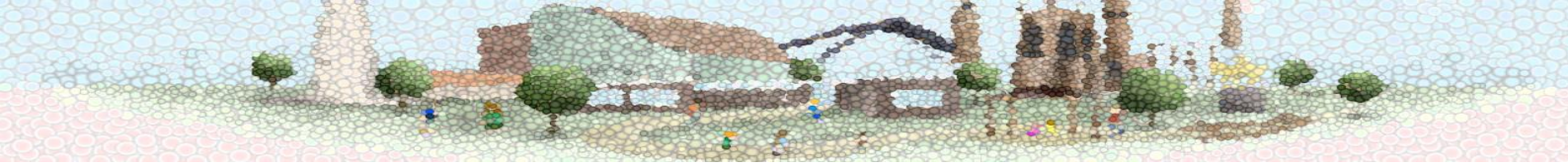
7. Headteacher and Leadership Group salaries will be determined by the Governing Body. Salaries of other staff will be determined through the performance appraisal process: the Headteacher will take any final decisions related to pay progression on behalf of the Governing Body.
8. Cost of living increases will be applied to all pay points and allowances and will be clearly differentiated from any pay increases due to pay progression.

## EQUALITIES

9. The Governing Body seeks to provide equality of opportunity for all staff regardless of race, gender, nationality, ethnic origin, marital status, disability, economic status, sexual orientation, age, trade union, political belief or responsibility for dependants. In matters related to staffing and pay it will act in accordance with the School's Equality Policy, and any other associated policy, including the School's Appointment Procedure.
10. The Governing Body recognises the implications of equal pay legislation. In this connection it recognises in complying with this legislation, the need to consider comparisons with other schools. In addition, this policy is compliant with the following legislation:
  - *The Equality Act 2010*
  - *The Employment Relations Act 1999*
  - *Employment Rights Act 1996*
  - *The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000*
  - *The Fixed Terms Employees Regulations 2002*
  - *The Agency Workers Regulations 2010*
11. The Governing Body will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation. This information will be made available on request.

## PAY REVIEWS

12. The Governing Body will ensure that each teacher's salary, including the school's leadership team, is reviewed annually, with effect from 1 September and no later than 31 October each year (where possible), and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.



13. 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.
14. Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

There are some circumstances, such as absence due to maternity or long-term sick leave, which will need to be considered on a case by case basis and adjustments made to ensure equality of opportunity.

#### **PAY RELATIVITY**

15. The Appropriate Committee will ensure that there is proper pay relativity between jobs within the school. Appropriate differentials will be created and maintained between jobs within the school, in a coherent rational structure, which addresses the need of the school and the need to reward individuals appropriately.

#### **SAFEGUARDING**

16. The Governing Body will operate salary safeguarding arrangements in line with paragraph 29 of STPCD 2022.

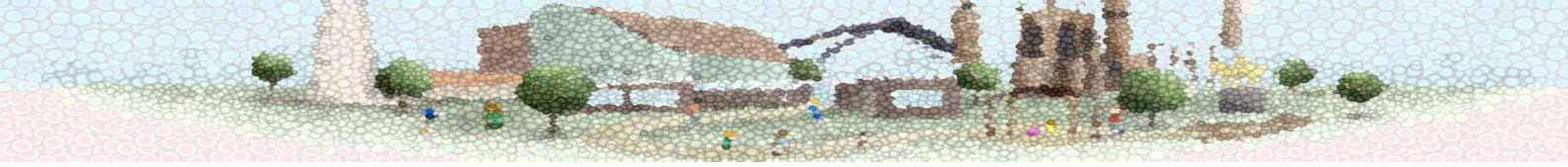
#### **APPEALS**

17. The Governing Body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2 of the STPCD 2022. It is set out as an **Appendix 1** to this pay policy.



## LEADERSHIP PAY

18. Changes to the pay of leadership group members under the School Teachers' Pay and Conditions Document 2022 will **only** be applied to individuals appointed to a leadership post on or after 1<sup>st</sup> September 2014 or whose responsibilities have changed significantly after that date.
19. The Governing Body will determine individual pay ranges for Headteachers, Deputy Headteachers and Assistant Headteachers within the broad pay range appropriate to the school's group size. The leadership pay range effective from 1 September 2022 is attached as **Appendix 3**. In determining the individual pay ranges for leadership group members, it is noted:
- The school group size will remain the main determinant of the Headteacher's salary.
  - The Headteacher will be on a seven point pay range.
  - Deputy Headteachers will be on a five point pay range that reflects the weight and challenge of the post and size and circumstances of the school. The Deputy Headteacher range will start at a point above the highest point on the Assistant Headteacher's pay range. And there should be no overlap with the Headteacher's pay range.
  - Assistant Headteachers will be on a five point pay range that reflects the weight and challenge of the post and size and circumstances of the school. The Assistant Headteacher's range will start on at least the next leadership group pay spine point above the salary of the highest paid classroom teacher. i.e., UPS3 + Highest paid TLR + SEN Payment (if applicable). And there should be no overlap with the Deputy Headteacher's pay range.
  - In setting individual pay ranges within the leadership group it will only be in exceptional circumstances where the Headteacher's pay range is overlapped by the pay range of another member of the leadership group.
  - The Governing Body will only re-determine the pay range of serving a Headteacher, Deputy Headteacher or Assistant Headteacher if the responsibilities of the post change significantly or if it is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2022. In other circumstances, the appropriate provisions of the STPCD 2014 will continue to be applied unless specified otherwise within this policy.
  - When the school group size changes as a result of changes in pupil numbers the Governing Body will redetermine the Individual School Range (**ISR**) whenever they propose to appoint a new Headteacher or if they change the Headteacher group in other circumstances (including where the Headteacher becomes responsible for more than one school in a federation on a permanent basis).
  - When determining the salary of a new Headteacher, the Governing Body will take account of the full responsibilities of the post. A new Headteacher will be placed on any of the bottom four points of the ISR.



- Where the Governing Body has previously determined an ISR the maximum of which exceeds the highest point on the leadership group pay spine, it will continue to determine the value of each point above the highest point for so long as that ISR applies. When recalculating the ISR the governing body will follow the statutory requirements to establish a Headteacher's point on the new school group range.

20. Sherbourne Fields is designated as Group size 7.

The pay range for Headteacher, Deputy Headteacher and Assistant Headteacher are as follows:

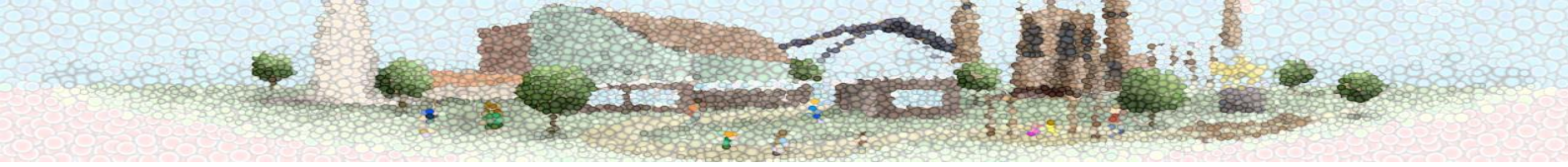
29	£88,170
30	£90,365
31	£92,597
32	£94,898
33	£97,256
34	£99,660
35	£102,137

***Deputy Headteacher***

15	£62,561
16	£64,225
17	£65,699
18	£67,351
19	£69,022

***Assistant Headteacher***

6	£50,122
7	£51,470
8	£52,659



9	£53,973
10	£55,360

## HEADTEACHER PAY

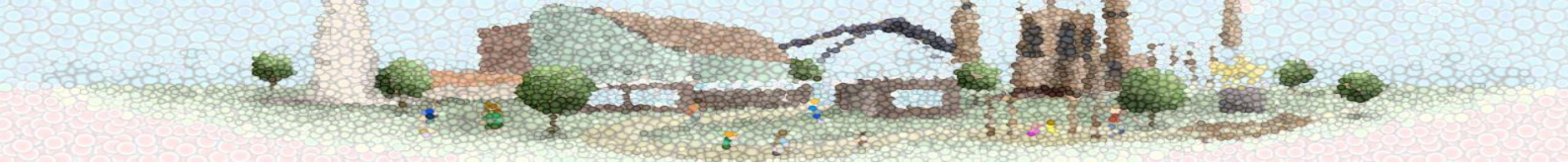
### Basic Pay Determination on Appointment after 1 September 2014

21. For appointments on or after 1 September 2014, or where leadership responsibilities significantly change after this date, the Governing Body will consider; all of the permanent responsibilities of the role, the challenges that are specific to the role and other considerations including recruitment and retention difficulties.
22. The Governing Body may decide that circumstances warrant setting the Headteacher's pay range up to 25 per cent above the maximum of the pay range for the school's group size. In exceptional circumstances and supported by a business case and external advice, it may be extended beyond that figure.
23. Discretionary payments to the Headteacher will only be made for clearly temporary additional responsibilities or duties which have not been previously considered when setting the individual pay range. These payments will not exceed 25 per cent of the annual salary which is otherwise payable to the Headteacher other than in wholly exceptional circumstances.

Examples may be:

- *The school is causing concern, without such payment the school would have substantial difficulty filling the vacant Headteacher's post,*
- *without such payment the school would have substantial difficulty retaining the existing Headteacher,*
- *the Headteacher is appointed as a temporary Headteacher of more than one school (maximum of 2 years),*
- *CPD undertaken outside of the school day, activities relating to the provision of initial teacher training, participation in out of school hours learning activity agreed by the Governing Body, additional responsibilities/activities relating to the raising of educational standards at one or more additional schools (not if appointed as permanent or temporary Headteacher).*
- *If it is considered that there are exceptional circumstances, then the relevant committee will make a business case for the payment to the full Governing Body. The Governing Body will then seek external independent advice.*

**Schools where the Headteacher is *permanently* accountable for more than one school**



24. Governing Bodies will arrange for a joint committee made up of governors from all the schools involved to be established to oversee the arrangements. This committee will have the power to deal with the pay and performance Appraisal of the Headteacher concerned. They will determine the pay range by the application of the total unit score of all the schools concerned. Any discretionary payments made will take account of the full responsibilities of the post.
25. Consideration will be given to the remuneration of other teachers who, as a result of the Headteacher's role are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher).

#### **Headteachers *temporarily* accountable for more than one school**

26. In such circumstances, such a role will be regarded as an acting headship on a temporary basis, will be time-limited, subject to regular reviews and will last no longer than 2 years.
27. In such temporary arrangements, the Headteacher is appointed on a fixed term variation of contract

#### **Pay Progression based on Performance of the Leadership Group**

28. The provisions for pay progression apply to pay decisions for **all** members of the leadership group for September 2022.
29. Performance and Salary Reviews for members of the leadership group will take place every year. The Governing Body will have the discretion to award up to two performance points within the ISR for Headteacher, Deputy/Assistant Headteacher ranges, where, having reviewed performance in the light of performance objectives set in the previous year in line with the School Improvement Plan, the Governing Body is satisfied that there has been "a sustained high quality of overall performance".
30. For performance reviews in 2022, reference will be made to the appropriate appraisal arrangements. Objectives will become progressively more challenging as the leadership group member gains experience and moves up their salary range.
31. The governing body will be the reviewer for the Headteacher, supported by an external independent adviser who will provide advice and support in relation to the performance Appraisal review. Objectives set for 2022/23 will link to the school improvement/ development plans and self-evaluation. When making a determination in relation to performance points, consideration will be given to the Leadership Group Pay and Progression criteria, contained in paragraph 11 of the STPCD 2022 document.





## CLASSROOM TEACHERS

### Basic Pay Determination on Appointment

32. 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 having regard to any qualifications or experience they may have which they consider of value. In making such determinations, the Governing Body may also consider a range of factors, including:

- *the nature and requirements of the post.*
- *any specialist knowledge required for the post.*
- *market conditions.*
- *the experience required to undertake the specific duties of the post.*
- *the wider school context.*

Where a teacher applies for a new job pay portability is expected with the rates of pay remaining consistent for the level of the job.

Where a teacher has applied for a post different to their prior post then pay portability is not required.

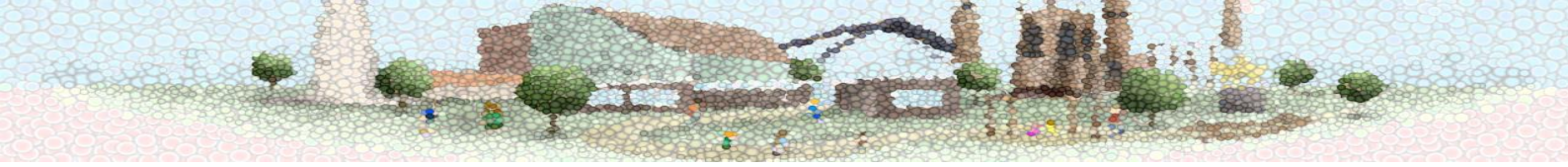
33. Where an unqualified teacher becomes qualified whilst continuing to work at this school, they will be paid at a salary on the qualified teacher range that is at least the same as the salary being paid to them on the unqualified range.

### Pay Progression based on Performance

34. Teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

35. The Governing Body will follow the provisions of the STPCD 2022, paragraph 19, and award a point on the pay range (both the main and upper pay ranges), unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. This discretion will only normally be exercised in the context of the school's formal appraisal process. There is no provision within this STPCD 2022 for any movement down the pay spine.

36. With effect from 1 September 2022 the Governing Body will determine the school's own reference points. Consideration will be given to issues of equality and equal pay.



37. The pay scale for main pay range teacher's effective from 1 September 2022 in this school is:

<b>Point</b>	<b>£</b>
1 (Minimum)	£28,000
2	£29,800
3	£31,750
4	£33,850
5	£35,990
6 (Maximum)	£38,810

*(Based on STPCD 2022)*

38. Decisions regarding pay progression for September 2022 will be made with reference to the teacher's appraisal reports, where judgements of performance will be made against the objectives and relevant standards and the pay recommendations they contain. In the case of Early Career Teachers (ECTs), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

39. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.

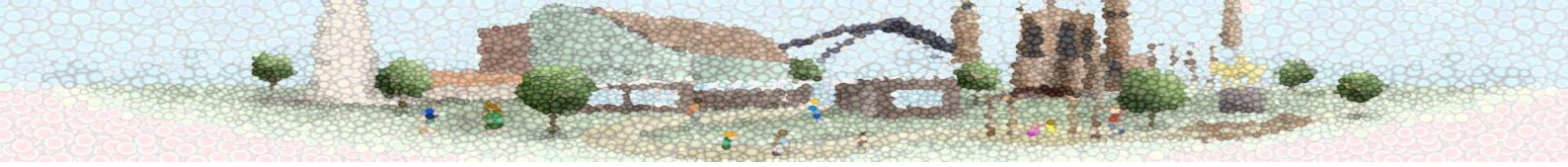
The evidence used will originate in the school's performance / appraisal process.

- Teachers' appraisal reports will contain pay recommendations. Final decisions about whether to accept a pay recommendation will be made by the Headteacher on behalf of the Governing Body, having regard to the appraisal report and taking advice from the senior leadership team.
- The Governing Body 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.
- In this school, judgements of performance will be made against agreed performance appraisal objectives, linked to Teachers' Standards and school improvement priorities

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

### **Applications and Evidence**

40. Teachers may apply to be paid on the upper pay range with effect from 1<sup>st</sup> September 2022 when they consider that they meet the criteria specified in the STPCD 2022

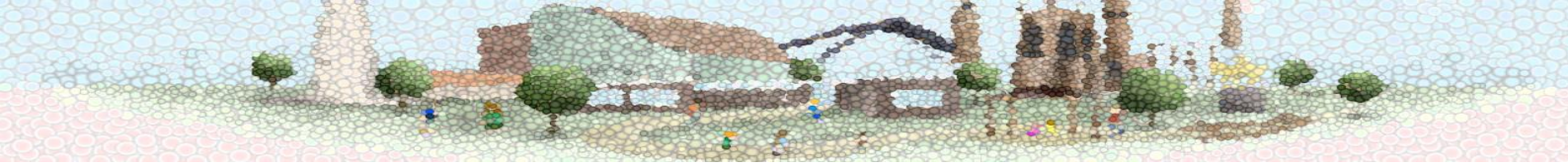


paragraph 15. On rare occasions, in light of their appraisal report, they may do so before they reach the maximum of the main pay range.

41. Applications may be made once every academic year.
42. 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(s). This school will not be bound by any pay decision made by another school.
43. 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, using evidence from the previous years, taking into account any breaks in service).
44. Applications should be made to the Headteacher using the standard form provided at **Appendix 2**.

### **The Assessment**

45. An application from a qualified teacher will be successful where the Governing Body is satisfied that:
  - a) the teacher is highly competent in all elements of the relevant standards; and
  - b) the teacher's achievements and contribution to the school are substantial and sustained.
46. For the purposes of this pay policy:
  - *'Highly competent' means performance which is not only good but also enough to provide coaching and mentoring to other teachers, give advice to them 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 and Sustained' means of real importance, validity or value to the school over a continual period; playing 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.*
47. The application will be assessed robustly, transparently and equitably by the reviewer and the Headteacher. A response from the reviewer together with the opportunity of feedback (which will include the opportunity to present further evidence as appropriate) (under section 2.1 of the Appeals procedure attached in **Appendix 1**) will take place before a recommendation is made to the appropriate committee of the Governing Body.



Final recommendations from the reviewer (including recommending ‘unsuccessful’) will be made to the appropriate committee of the Governing Body within 20 working days.

48. Decisions and feedback will be provided by (Headteacher, Line Manager/Subject Leader) as soon as possible and within 10 working days of the decision. The feedback will cover reasons for the decision and the appeals arrangements open 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 pay appeal procedure, **Appendix 1**.

If successful, applicants will move to the upper pay range from the previous 1 September and will be placed onto Point 1 of the upper pay range. With effect from 1 September 2022 the Governing Body will determine the school’s own reference points. Consideration will be given to issues of equality and equal pay.

The pay scale for upper pay range from 1 September 2022 in this school is:

<b>Point</b>	<b>£</b>
1 (Minimum)	£40,625
2	£42,131
3 (maximum)	£43,685

*(Based on STPCD 2022)*

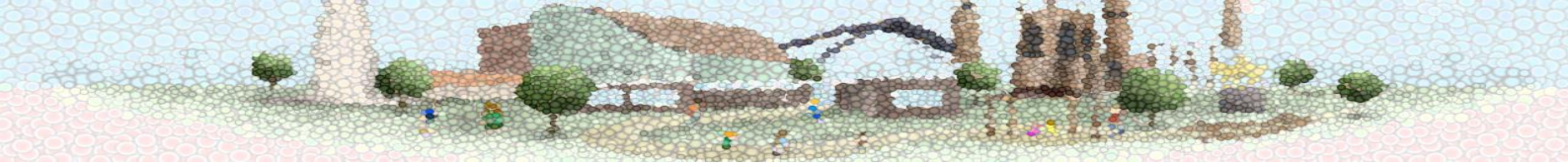
### **Pay Progression based on Performance**

49. The Headteacher will agree appraisal objectives for the Leading Practitioner.
50. The Governing Body will have regard to the results of the Leading Practitioner’s appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraph 19 of the STPCD 2022.
51. The Governing Body will determine pay progression such that the amount is clearly attributable to the performance of the Leading Practitioner. The Governing Body will be able to objectively justify its decision.

## **UNQUALIFIED TEACHERS**

### **Basic Pay Determination on Appointment**

52. The Governing Body will pay any unqualified teacher in accordance with paragraph 17 of the STPCD 2022. The Governing Body will determine where a newly appointed



unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22, of the STPCD 2022.

53. With effect from 1 September 2022 the Governing Body will determine the school's own reference points. Consideration will be given to issues of equality and equal pay.

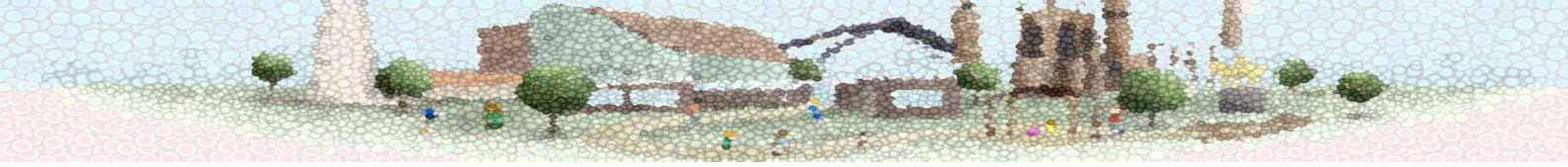
The pay range for unqualified teachers effective from 1 September 2022 in this school is:

<b>Point</b>	<b>£</b>
<i>1 (Minimum)</i>	<i>£19,340</i>
<i>2</i>	<i>£21,559</i>
<i>3</i>	<i>£23,777</i>
<i>4</i>	<i>£25,733</i>
<i>5</i>	<i>£27,954</i>
<i>6 (maximum)</i>	<i>£30,172</i>

*(Based on STPCD 2022)*

### **Pay Progression based on Performance**

54. The Governing Body will follow the provisions of the STPCD 2022 and award a point on the unqualified teacher scale (paragraph 19), unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. The Governing Body will normally exercise this discretion only in the context of the school's formal appraisal process.
55. With effect from 1 September 2022, in order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.
56. The evidence used will originate in the performance appraisal cycle.
57. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher.



### **Part Time Teachers**

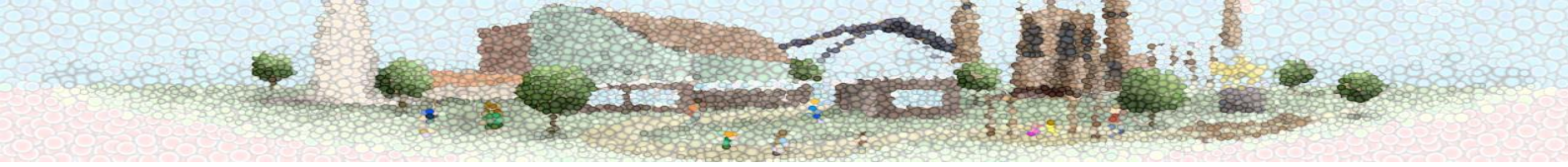
58. Part-time teachers will be paid on a pro-rata basis in relation to a full-time teacher in line with paragraph 40 of the STPCD 2022 and the Governing Body will provide them with a written statement detailing this. Any additional hours worked in the same role, in agreement with the part-time teacher, will be paid at the same rate.
59. Part-time teachers will not be required to work or attend non-pupil days, or parts of days, on days they do not normally work. It will be, however, open to a teacher to attend non-pupil days by mutual agreement with the Headteacher.

### **Short Notice/Supply Teachers**

60. 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 STPCD 2022**

61. All teachers are paid in accordance with the statutory provisions of the STPCD 2022 and should be aware that this is updated from time to time. Pay increase resulting from the annual School Teachers Review Body Report and within the STPCD 2022 will be applied to all pay scale points within the school.



## ALLOWANCES AND PAYMENTS

### Special Needs Allowance

62. The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in paragraph 21 of STPCD 2022.

63. The pay committee will award a SEN spot value allowance on a range of between **£2,384** and **£4,703** to any classroom teacher who meets the criteria as set out in paragraph 21 of the STPCD 2022.

The value of SEN allowances to be paid at the school will be:

<b>Point</b>	<b>£</b>
SEN 1	2384
SEN 2	4703

*(Based on STPCD 2022)*

Spot Value 1 will be awarded to all teachers (including those unqualified) because they are working in a special school.

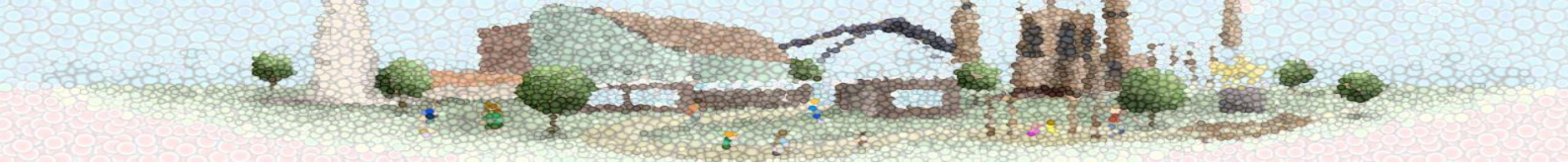
Qualified Teachers who wish to be considered for Spot Value 2 must have worked at SFS for at least three years *and* gained an additional qualification or be able to demonstrate extensive participation in a specialist recognised training programme in order to receive Spot Value 2. This qualification/training programme must demonstrate their specialist knowledge and understanding of how to teach pupils with SEND, and be of benefit to the pupils of SFS.

Teachers already on Spot Value 2 at SFS will continue to be paid at this level.

### Acting Allowances

64. If a teacher is assigned and carries out the duties of a member of the leadership group, but has not been appointed as an acting Headteacher, Deputy Headteacher or Assistant Headteacher, the Governing Body must decide, within four weeks, whether the teacher should be paid an allowance based upon:

- The relevant point within the leadership group pay spine, as the Governing Body consider appropriate, which must be no lower than the minimum point of the ISR or the minimum point within either the Deputy/Assistant Headteacher range.



- The date from which the allowance will be paid, which can be a date on or after the teacher is first assigned and carries out the duties.

65. If the Governing Body decide not to pay an allowance but the teacher continues to be assigned and carry out the duties of a member of the leadership group the Governing Body can at any time determine whether or not an allowance will be paid.

### **Additional duties outside of the STPCD 2022**

66. Teachers and Headteachers will not be paid twice for the same time worked. The proportion of any payment for external services that should be paid to the teacher/Headteacher and the proportion that should be paid to the school will be agreed in advance in accordance with the determinations of the Governing Body. Payment to the individual teacher/Headteacher will be based on work, including preparation, done outside of normal school/working hours.

67. Any payment to a Headteacher under STPCD 2022 will be subject to the overall limit on discretionary payments.

### **Recruitment and Retention incentives and benefits**

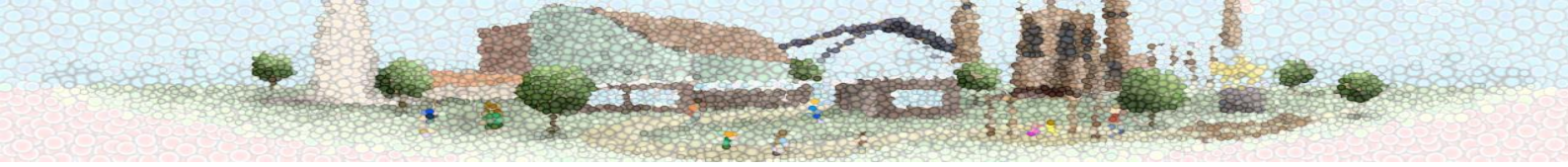
68. The Governing Body will make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

69. Where the Governing Body is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, they will conduct a regular formal review of all such awards. The Governing Body will make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

### **Support Staff**

70. The Governing Body notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The Governing Body will determine the pay grade of support staff on appointment in accordance with the scale of grades currently applicable in relation to employment with the Local Authority, which the Governing Body consider appropriate for the post. In reaching its determination, the Governing Body will consider the advice of the Local Authority.





Signed:

Jayne Garner – Chair of Governors

Shivaun Duffy Moriarty – Head Teacher

**September 2022**

Date for review: **September 2023**



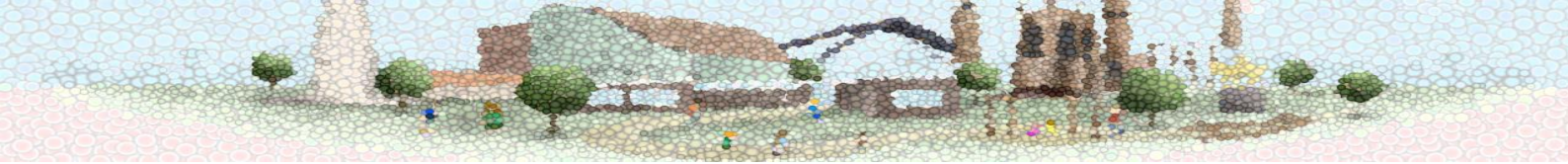
## **APPENDIX 1 – PAY APPEALS PROCEDURE FOR TEACHERS**

### **1. PRINCIPLES**

- 1.1 This procedure is consistent with the provisions of the Employment Act 2008.
- 1.2 Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects their pay.
- 1.3 At any formal hearing or appeal hearing the teacher will be entitled to be accompanied by a trade union representative or any other person of their choice.
- 1.4 Each stage and action within this procedure will be taken without unreasonable delay.

### **2. PROCEDURE**

- 2.1 If the Reviewer decides not to recommend a teacher for pay progression, a full discussion should take place with the teacher in which the evidence used to inform the decision is reviewed. In relation to this progression additional evidence may be submitted to the Reviewer within 5 working days. The Reviewer will consider this

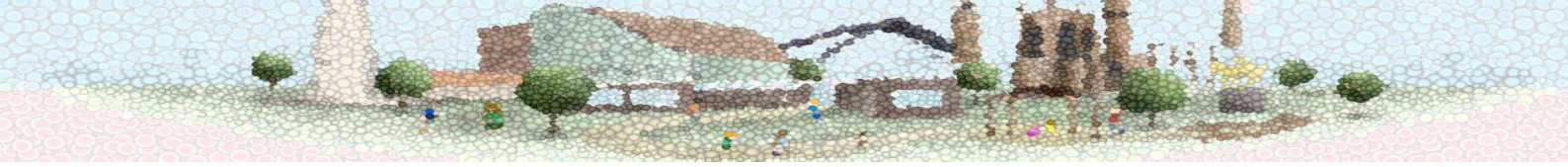


before they make a recommendation to the relevant committee of the Governing Body.

- 2.2 In all other circumstances if an employee is not satisfied or has concerns relating to their pay they should first seek to resolve this by discussing the matter informally.
- 2.3 Where this is not possible, or where the employee continues to be dissatisfied, they should follow a formal process as detailed below.
- 2.4 Within 10 working days of the notification of the pay determination (decision) the teacher should put in writing the grounds for questioning the pay determination and send it to the person (or committee) who made the original determination.
- 2.5 In accordance with School Teachers' Pay and Conditions the reasons for seeking a review of a pay determination are;

That the person or committee who made the decision –

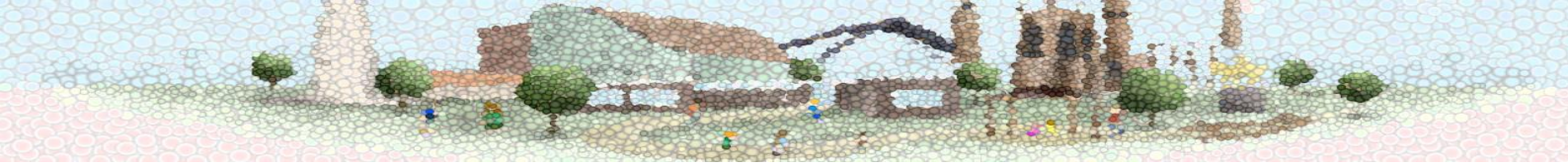
- incorrectly applied any provision of the School Teachers' Pay and Conditions Document
  - failed to have proper regard for statutory guidance
  - failed to take proper account of relevant evidence
  - took account of irrelevant or inaccurate evidence
  - was biased; or
  - otherwise unlawfully discriminated against the teacher
- 2.6 Within ten working days of receipt of the written grounds for questioning the pay decision the committee or person, who made the pay determination, will arrange for a hearing to be established so a review of the decision can be heard. This will give the teacher an opportunity to make representations in person.
  - 2.7 The hearing should follow the principles and process detailed in 3.1 below.
  - 2.8 Following the hearing the employee will be informed in writing of the decision and the basis of the decision, and the right to appeal.
  - 2.9 Within ten working days of receipt of written notification of the outcome of the formal hearing if the teacher remains dissatisfied they should confirm, in writing, their intention to appeal and the basis of this appeal see paragraph 2.6 above
  - 2.10 Any appeal on pay matters made by a teacher against the decision of a person or a committee of governors will be heard by a person or freshly constituted committee of governors, none of whom will have had prior involvement in the case. (The recommendation is that a minimum of 3 governors are involved.) This will normally occur within 20 working days of the receipt of the written appeal notification.



### **3. THE APPEAL HEARING PROCESS**

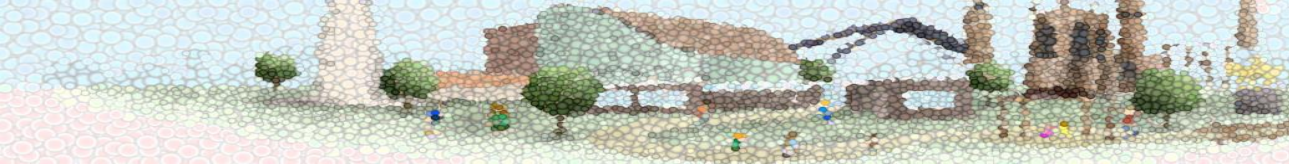
#### **3.1**

- The Chair of the Appeal Committee will first introduce all present and will seek confirmation that they understand that the status of the hearing is in accordance with the School Teachers' Pay and Conditions Document.
- Any documentation provided in evidence must be provided to both parties prior to the hearing and sufficient time given for it to be considered. This does not preclude evidence being tabled at the hearing, but sufficient time must be given for its consideration.
- Each party or member(s) of the Appeal Committee may request an adjournment during the hearing. No reasonable request for an adjournment will be refused.
- The School's representative will first put the case for the pay determination in the presence of the employee and his/her representative and may call witnesses and present evidence.
- The employee (or his/her representative) will then have the opportunity to ask questions of the School's representative on the evidence given by them and any witnesses whom they may call.
- The member(s) of the Appeal Committee shall then have the opportunity to ask questions of the School's representative and witnesses.
- The employee or their representative will put their case in the presence of the School's representative and may call witnesses and present evidence.
- The School's representative will then have the opportunity to ask questions of the employee and their witnesses.
- The member(s) of the Appeal Committee will then have the opportunity to ask questions of the employee and their witnesses.
- The School's representative and the employee and his/her representative will withdraw.
- The member(s) of the Appeals Committee with the person appointed as Secretary, if any, the School's HR Provider nominee and any adviser(s) shall deliberate in private.
- If for any reason the Chair needs to recall any of the witnesses or either party to ask further questions or seek further clarification before reaching a decision both parties will be recalled.



- Both parties will be recalled and informed verbally of the outcome, which will then be confirmed in writing. This will include a note of the evidence considered and the reasons for the decision.

3.2 The decision of the person or committee considering the appeal will not be subject to further review under the Governing Body's grievance procedure.



## Sherbourne Fields Upper Pay Range Application Form

### Your Details

Name:	
Current TMS point:	

### Evidence

An application will be successful where the Governing Body is satisfied that:

- you are **highly competent** in all elements of the relevant standards; and
- your achievements and contribution to the school are **substantial and sustained**.

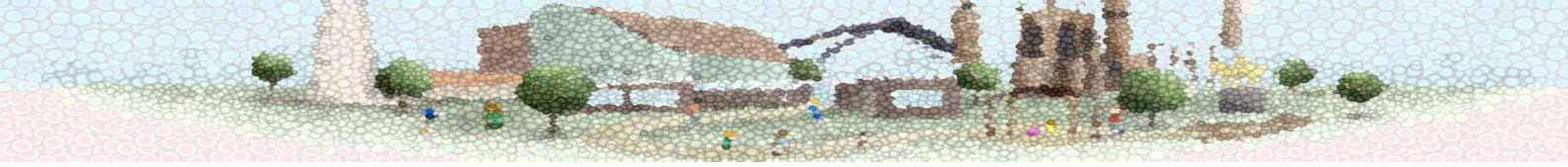
In order to be considered to be paid on the upper pay range you will need to demonstrate how you meet the above criteria in relation to the Teachers' Standards. The Teachers' Standards can be found [here](#).

For the purposes of this application process:

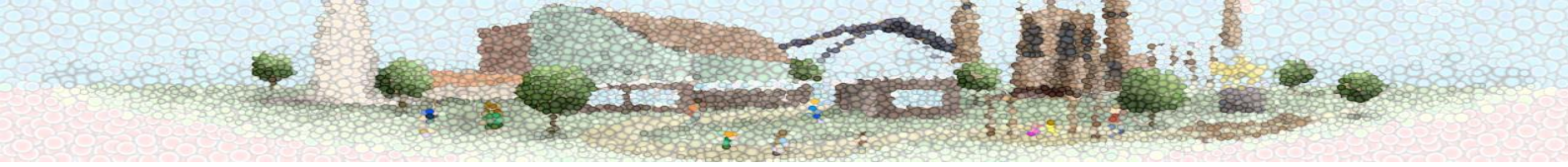
- 'Highly competent'** means performance which is not only good but also enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
- 'Substantial and Sustained'** means of real importance, validity or value to the school over a continual period; playing 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.

Prior to providing your evidence on the subsequent pages, please note:

- You will need to provide written evidence in support of each of the eight Teachers' Standards, as requested below;
- Your written evidence will need to address the requirement that you are highly competent in all elements of the Standards;
- Your written evidence in addressing each of the Standards will also need to show that your achievements and contribution to the school have been substantial and sustained over the relevant period of your application;



- You may attach any additional information and/or evidence in support of your application if you consider that it would be helpful to do so;
- If you cite specific examples of work in your evidence this must be available for inspection, if required by the assessor of your application.



**Application**

**Standard 1: Set high expectations, which inspire, motivate and challenge pupils;**

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**Standard 2: Promote good progress and outcomes from pupils;**

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**Standard 3: Demonstrate good subject and curriculum knowledge;**

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**Standard 4: Plan and teach well structured lessons;**

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**Standard 5: Adapt teaching to respond to the strengths and needs of all pupils;**

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**Standard 6: Make accurate and productive use of assessment;**

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**Standard 7: Manage behaviour effectively to ensure a safe learning environment;**

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**Standard 8: Fulfil wider professional responsibilities and demonstrate consistently high standards of personal and professional conduct;**

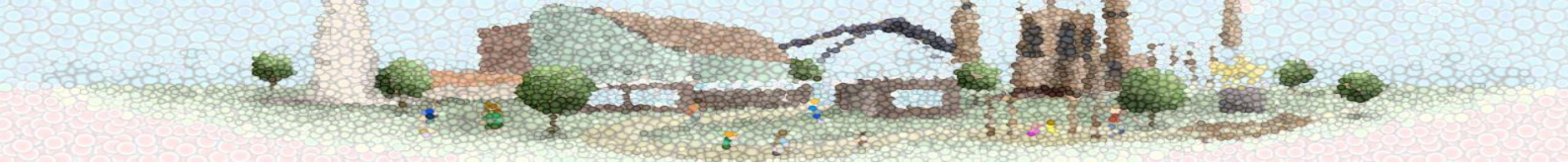
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**Other/additional information;**

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**Declaration**

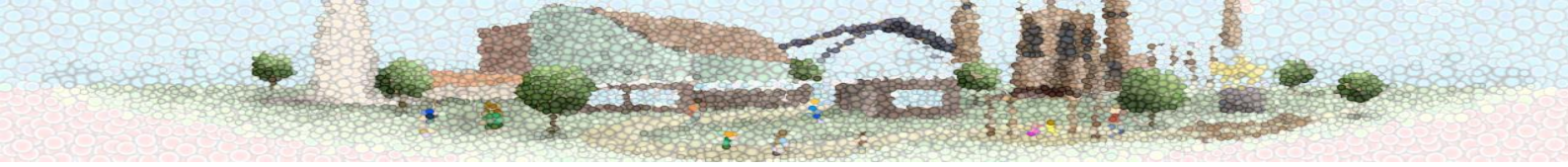
I confirm that at the date of this application to progress to the upper pay range I meet the eligibility criteria and I submit performance management/appraisal documentation to support this application.



<b>Signature:</b>	
<b>Date:</b>	

This application and attachments must be submitted to the Headteacher by **DATE**.





**Assessment (For Governing Body Use Only)**

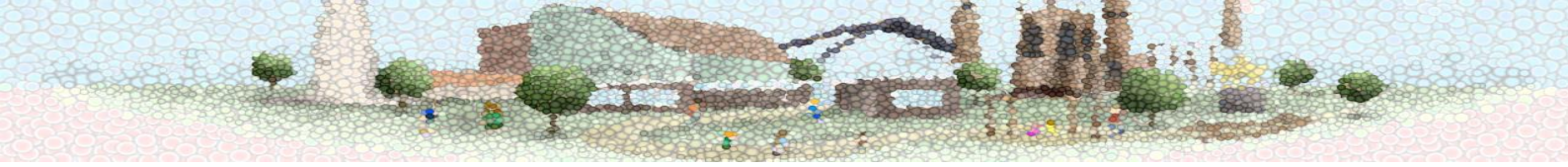
<b>Name of Teacher:</b>	
<b>School:</b>	
<b>Effective Date:</b>	
<b>Please accept this notification as authority to progress the above named teacher to UPS1 / UPS2 / UPS 3 (highlight appropriate level).</b>	

I confirm that the above named teacher has met the relevant criteria to progress to UPS1 / UPS2 / UPS3 (highlight appropriate level)

<b>Signature:</b>	
<b>Role:</b>	
<b>Date:</b>	

Please e-mail this completed assessment form and a variation form to amend salary details to [payroll.forms@coventry.gov.uk](mailto:payroll.forms@coventry.gov.uk)

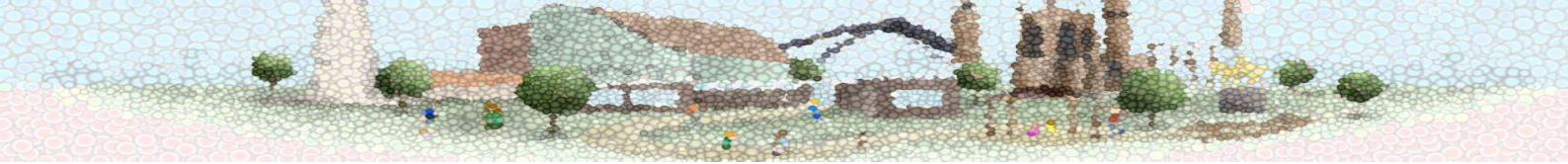
You should keep a copy of this form for your records.



**APPENDIX 3 – LEADERSHIP GROUP PAY RANGE**

<b>Point</b>	<b>£</b>
1	£44,305
2	£45,414
3	£46,548
4	£47,706
5	£48,895
6	£50,122
7	£51,470
8	£52,659
9	£53,973
10	£55,360
11	£56,796
12	£58,105
13	£59,558
14	£61,042
15	£62,561
16	£64,225
17	£65,699
18	£67,351
19	£69,022
20	£70,733
21	£72,483
22	£74,283
23	£76,122





<b>Point</b>	<b>£</b>
24	£78,010
25	£79,949
26	£81,927
27	£83,953
28	£86,040
29	£88,170
30	£90,365
31	£92,597
32	£94,898
33	£97,256
34	£99,660
35	£102,137
36	£104,666
37	£107,267
38	£109,922
39	£112,601
40	£115,410
41	£118,293
42	£121,258
43	£123,057